DOCUMENT RESUME

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IDENTIFIERS Military Curriculum Project

ABSTRACT

These programmed student texts for a secondary-postsecondary-level course for a materiel facilities specialist are one of a number of military-developed curriculum packages selected for adaptation to vocational instruction and curriculum development in a civilian setting. Purpose stated for the sixty-three-hour course is to provide knowledge in the physical handling of supplies and equipment, particularly in receiving, preparing for storage, storing, segregating, maintaining inventory, delivering, and preparing for shipment. The course consists of four subject matter blocks: Introduction (2 lessons, 5 hours), Data Processing (6 lessons, 12.5 hours), Storage Functions (7 lessons, 23 hours), and Materiel Processing (7 lessons, 23.5 hours). Printed teacher materials are limited to a course chart indicating lesson topics and instructional hours. Student programmed texts contain objectives, informative materials, review exercises, and answers. (YLB)

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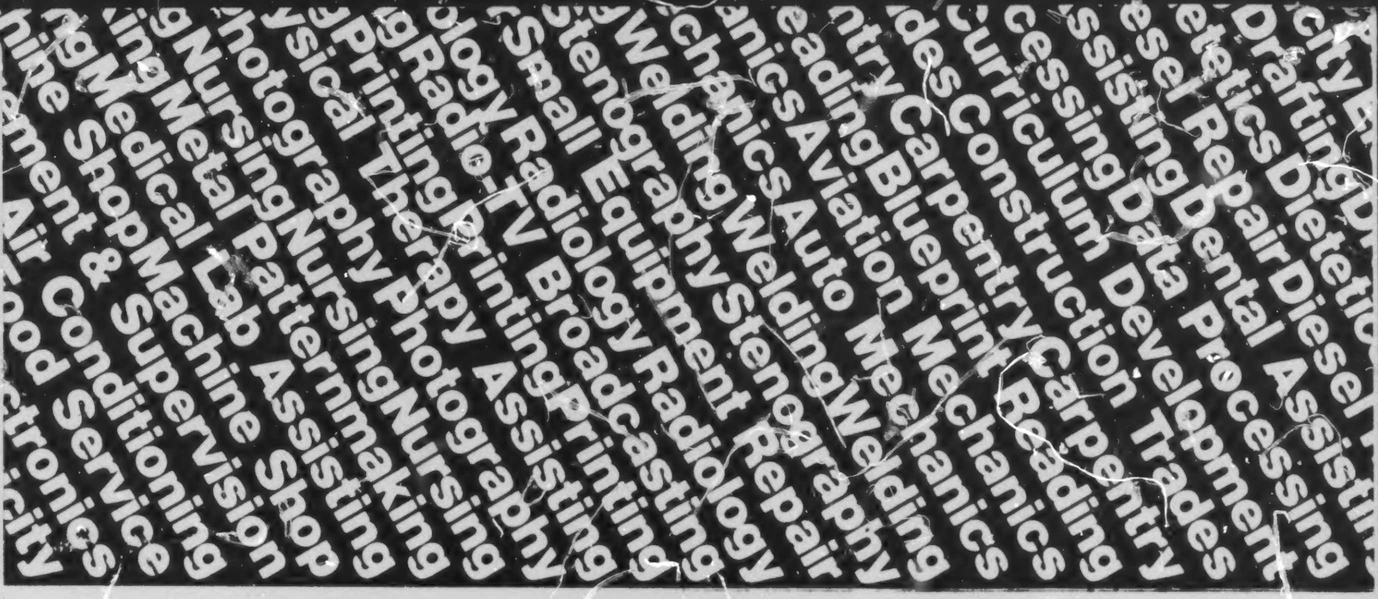
Drafting
Dietetics Dietetics
Diesel Repair Diesel
Dental Assisting
Data Processing
Curriculum Development
Construction Trades
Carpentry Carpentry
Blueprint Reading
Aviation Mechanics
Auto Mechanics
Welding Welding
Stenography Stenography
Equipment Repair
Radiology Radiology
Radio-TV Broadcasting
Printing Printing
Photography
Physical Therapy Assisting
Nursing Nursing
Patternmaking
Photography
Medical Lab Assisting
Metal Machine Shop
Machine Shop
Shop Supervision
Air Conditioning
Food Service
Electronics
Electricity

Military Curricula for Vocational & Technical Education

MATERIEL FACILITIES SPECIALIST

19-1

CE 024 403
(3)

THE NATIONAL CENTER
FOR RESEARCH IN VOCATIONAL EDUCATION
THE OHIO STATE UNIVERSITY

This military technical training course has been selected and adapted by The Center for Vocational Education for "Trial Implementation of a Model System to Provide Military Curriculum Materials for Use in Vocational and Technical Education," a project sponsored by the Bureau of Occupational and Adult Education, U.S. Department of Health, Education, and Welfare.

MILITARY CURRICULUM MATERIALS

The military-developed curriculum materials in this course package were selected by the National Center for Research in Vocational Education Military Curriculum Project for dissemination to the six regional Curriculum Coordination Centers and other instructional materials agencies. The purpose of disseminating these courses was to make curriculum materials developed by the military more accessible to vocational educators in the civilian setting.

The course materials were acquired, evaluated by project staff and practitioners in the field, and prepared for dissemination. Materials which were specific to the military were deleted, copyrighted materials were either omitted or approval for their use was obtained. These course packages contain curriculum resource materials which can be adapted to support vocational instruction and curriculum development.

The National Center Mission Statement

The National Center for Research in Vocational Education's mission is to increase the ability of diverse agencies, institutions, and organizations to solve educational problems relating to individual career planning, preparation, and progression. The National Center fulfills its mission by:

- Generating knowledge through research
- Developing educational programs and products
- Evaluating individual program needs and outcomes
- Installing educational programs and products
- Operating information systems and services
- Conducting leadership development and training programs

FOR FURTHER INFORMATION ABOUT
Military Curriculum Materials
WRITE OR CALL
Program Information Office
The National Center for Research in Vocational Education
The Ohio State University
1960 Kenny Road, Columbus, Ohio 43210
Telephone: 614/486-3655 or Toll Free 800/848-4815 within the continental U.S. (except Ohio)

THE NATIONAL CENTER
FOR RESEARCH IN VOCATIONAL EDUCATION

Military Curriculum Materials for Vocational and Technical Education

Information and Field Services Division

The National Center for Research in Vocational Education

Military Curriculum Materials Dissemination Is . . .

an activity to increase the accessibility of military-developed curriculum materials to vocational and technical educators.

This project, funded by the U.S. Office of Education, includes the identification and acquisition of curriculum materials in print form from the Coast Guard, Air Force, Army, Marine Corps and Navy.

Access to military curriculum materials is provided through a "Joint Memorandum of Understanding" between the U.S. Office of Education and the Department of Defense.

The acquired materials are reviewed by staff and subject matter specialists, and courses deemed applicable to vocational and technical education are selected for dissemination.

The National Center for Research in Vocational Education is the U.S. Office of Education's designated representative to acquire the materials and conduct the project activities.

Project Staff:

Wesley E. Budke, Ph.D., Director
National Center Clearinghouse

Shirley A. Chase, Ph.D.
Project Director

What Materials Are Available?

One hundred twenty courses on microfiche (thirteen in paper form) and descriptions of each have been provided to the vocational Curriculum Coordination Centers and other instructional materials agencies for dissemination.

Course materials include programmed instruction, curriculum outlines, instructor guides, student workbooks and technical manuals.

The 120 courses represent the following sixteen vocational subject areas:

- Agriculture
- Aviation
- Building & Construction Trades
- Clerical Occupations
- Communications
- Drafting
- Electronics
- Engine Mechanics
- Food Service
- Health
- Heating & Air Conditioning
- Machine Shop
- Management & Supervision
- Meteorology & Navigation
- Photography
- Public Service

The number of courses and the subject areas represented will expand as additional materials with application to vocational and technical education are identified and selected for dissemination.

How Can These Materials Be Obtained?

Contact the Curriculum Coordination Center in your region for information on obtaining materials (e.g., availability and cost). They will respond to your request directly or refer you to an instructional materials agency closer to you.

CURRICULUM COORDINATION CENTERS

EAST CENTRAL
Rebecca S. Douglass
Director
100 North First Street
Springfield, IL 62777
217/782-0759

NORTHWEST
William Daniels
Director
Building 17
Airdustrial Park
Olympia, WA 98504
206/753-0879

MIDWEST
Robert Patton
Director
1515 West Sixth Ave.
Stillwater, OK 74704
405/377-2000

SOUTHEAST
James F. Shill, Ph.D.
Director
Mississippi State University
Drawer DX
Mississippi State, MS 39762
601/325-2510

NORTHEAST
Joseph F. Kelly, Ph.D.
Director
225 West State Street
Trenton, NJ 08625
609/292-6562

WESTERN
Lawrence F. H. Zane, Ph.D.
Director
1776 University Ave.
Honolulu, HI 96822
808/948-7834

G 3ABR 65431

Developed by:

United States Air Force

Development and Review Dates:

August 1978

Occupational Area:

Warehousing and Packing

Target Audiences:

Grade 11 - Adult

Print Pages: 580

Microfiche: 10

Availability:
Vocational Curriculum Coordination Centers

Contents:	Type of Materials:						Instructional Design:				Type of Instruction:		
	Lesson Plans:	Programmed Text:	Student Workbook:	Handouts:	Text Materials:	Audio-Visuals:	Performance Objectives:	Tests:	Review Exercises:	Additional Materials Required:	Group Instruction:	Individualized:	
Block I - Introduction	●[1]	●					●		●		●	●	
Block II - Data Processing	●[1]	●					●		●		●	●	
Block III -Storage Functions	●[1]	●					●		●		●	●	
Block IV - Materiel Processing	●[1]	●	●				●		●		●	●	

[1] Outline only

X Materials are recommended but not provided.

THE NATIONAL CENTER
FOR RESEARCH IN VOCATIONAL EDUCATION

OSU
The Ohio State University

1960 Kenny Road
Columbus, Ohio 432
(614) 486-3655

Course Description:

The course is desinged to provide knowledge in the physical handling of supplies and equipmen particularly in receinving, preparing for storage, storing, segregating, maintaining inventory, delivering, and preparing for shipment. The course consists of four subject matter blocks covering 63 hours of instruction.

Block I. Introduction consists of 2 lessons requiring 5 hours of instruction.
- How to Use a Microfiche Reader (1 1/2 hours)
- Standard Base Supply System (3 1/2 hours)

Block II. Data Processing contains 6 lessons covering 12 1/2 hours of instruction.
- Remote Keyboard Printer Operations (2 hours)
- Keypunch Machine I (2 hours)
- Keypunch Machine II (1 hour)
- Remote Card Reader Operation (1 hour)
- Reports and Listings (3 hours)
- Rejects, Management Notices, and Inquiries (3 1/2 hours)

Block III. Storage Functions has 7 lessons requiring 23 hours of instruction.
- Storage Facilities (1 1/2 hours)
- Storage Functions (3 hours)
- Storage Location Designators (3 hours)
- Stock Locator System (5 1/2 hours)
- Stock Change Documents (4 hours)
- Material Handling Equipment (2 hours)
- Inventory Procedures (4 hours)

Block IV. Materiel Processing consists of 7 lessons covering 23 1/2 hours of instruction.
- Receiving PRocedures I (6 hours)
- Receiving Procedures II (4 hours)
- Warehouse Issues (3 1/2 hours)
- Special Item Issues (3 1/2 hours)
- Shipments and Transfers (3 hours)
- Safety (1 hour)
- Post-Post Procedures (2 1/2 hours)

The course contains both teacher and student materials. Printed teacher materials are limited to a course chart indicating lesson topics and instructional hours. Student programmed texts with review exercises and answers are available for each lesson.

Materiel Facilities Specialist
G3ABR65431

Classroom Course 19-1

TABLE OF CONTENTS

Page

Block I. Introduction

How to Use a Microfiche Reader 2
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Block II. Data Processing

Remote Keyboard Printer Operations 53
Keypunch Machine I 66
Keypunch Machine II 95
Remote Card Reader Operation 104
Reports and Listings 12[illegible]
Rejects, Management Notices, and Inquiries 147

Block III. Storage Functions

Storage Facilities 180
Storage Functions 191
Storage Location Designators 211
Stock Locator System 234
Stock Change Documents 282
Material Handling Equipment 319
Inventory Procedures 334

Block IV. Materiel Processing

Receiving Procedures I 366
Receiving Procedures II 422
Warehouse Issues 459
Special Item Issues 495
Shipments and Transfers 533
Safety 555
Post-Post Procedures 564

COURSE CHART G3ABR64531 000 - TABLE II - TRAINING CONTENT

5 Hours TT

Course Material - UNCLASSIFIED
BLOCK I - Introduction

* How to Use a Microfiche Reader (1.5 hrs); * Standard Base Supply System (3.5 hrs);

12.5 Hours TT

Course Material - UNCLASSIFIED
BLOCK II - Data Processing

Remote Keyboard Printer Operations, Part One (2 hrs); * ; Keypunch Machine, Part One (2 hrs); Keypunch Machine, Part Two (1 hr); Remote CArd Reader Operation (1 hr); Reports and Listings (3 hrs); Rejects, Management Notices, and Inquiries (3.5 hrs);

23 Hours TT

Course Material - UNCLASSIFIED
BLOCK III - Storage Functions

Storage Facilities (1.5 hrs); Storage Functions (3 hrs); Storage Location Designators (3 hrs); Stock Locator System (5.5 hrs); Stock Change Documents (4 hrs); Materiel Handling Equipment (2 hrs); Inventory Procedures (4 hrs);

22.5 Hours TT

Course Material - UNCLASSIFIED
BLOCK IV - Materiel Processing

Receiving Procedures, Part One (6 hrs); Receiving Procedures, Part Two (4 hrs); Warehouse Issues (3.5 hrs); Special Item Issues (3.5 hrs); * Shipments and Transfers (3 hrs); Safety (1 hr); Post-Post Procedures (2.5 hrs);

* ABOVE MATERIAL HAS BEEN DELETED DUE TO MILITARY SPECIFIC MATERIAL

TABLE I - MAJOR ITEMS OF EQUIPMENT

CDC CIBER3 73-16 Computer with B Terminals
UNIVAC 1050-II Computer
1066 Remote Keyboard Printer
Kodak Microfiche Reader
Filmstrip Viewer/Audio Player
1068 Remote Card Reader

2

ILLUSTRATED PROGRAMMED TEXT

001-02-01-02
002-01-04-02

Technical Training

Materiel Facilities Specialist

HOW TO USE A MICROFICHE READER

August 1978

LOWRY TECHNICAL TRAINING CENTER
3440th Technical Training Group
Lowry Air Force Base, Colorado

Study Guides (SGs), Workbooks (WBs), Study Guide and Workbook (SW), Programmed Texts (PTs), and Handouts (HOs) are authorized by ATC for student use in ATC Courses. They are designed to guide you through your study assignments in the most logical sequence for easy understanding. Answer self-evaluation questions and complete each problem or work assignment in the sequence given, and it will aid you in understanding and retaining key points covered in material you have studied.

Supply Training Branch
Lowry Air Force Base, Colorado

IPT G3ABR64531 000
IPT G3ABR64530 001
August 1978

HOW TO USE A MICROFICHE READER

SCOPE

In the past the information needed to properly manage the Air Force inventory was printed in books. This materiel would sometimes fill one or more offices. Recently the Air Force converted all of this information from book form to what is known as microfiche.

Microfiche are sheets of microfilm which contain rows of microimages. These microimages represent pages of printed material. Many pages of materiel will fit on one sheet of microfiche.

To use the information on the microfiche, you must know how to operate a microfiche reader. This skill is required in many jobs in the supply career field. This lesson teaches you that skill.

OBJECTIVE

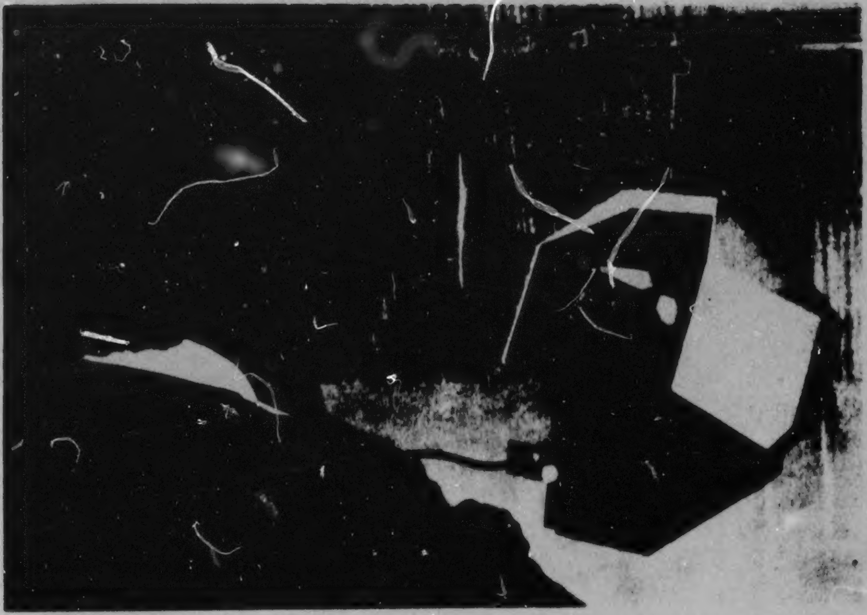
Using a microfiche reader, make necessary adjustments to display the index of a microfiche sheet.

Materiels Needed

For this lesson you will need a microfiche reader, a box of microfiche sheets, and an AIS Module Test Form #2 for IM students or AIS Module Test Form #1 for MF students. Ask the instructor for this materiel. **Also you will need a sheet of scratch paper to answer the embedded questions throughout this materiel.**

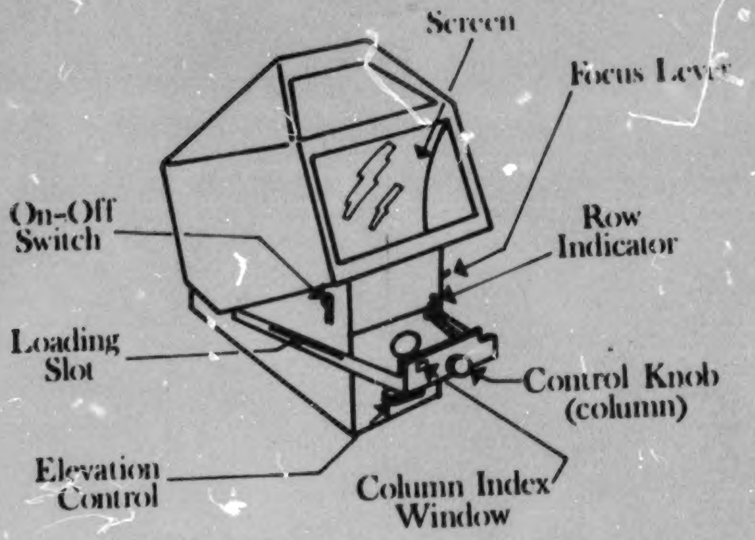
Supersedes IPT 001-02-01-02 dated July 1977 and IPT 002-01-04-02 dated July 1977.

4



TL 74 308

1. This lesson on the microfiche reader, though a short one, is important. It teaches you to turn on the machine, insert a sheet of microfiche in the machine, focus the machine, and find specific frames on the microfiche. There is no test on this lesson, but your instructor will check your work. Your knowledge of this lesson determines how well you do on future lessons in this block.

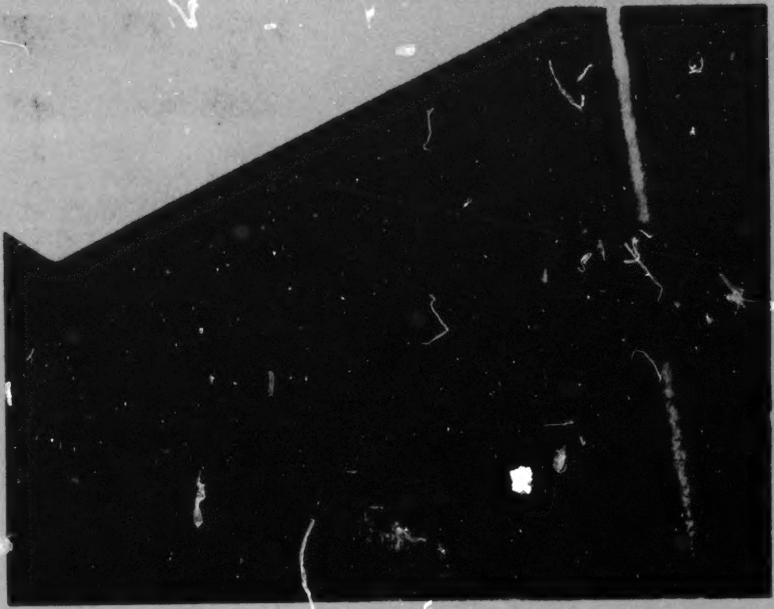

Screen
Focus Lever
On-Off Switch
Row Indicator
Loading Slot
Control Knob (column)
Elevation Control
Column Index Window

2. This is a drawing of a microfiche reader. It is a machine that magnifies the images on a microfiche and displays them on the screen of the reader. The first part of the lesson discusses the parts of the reader.

6

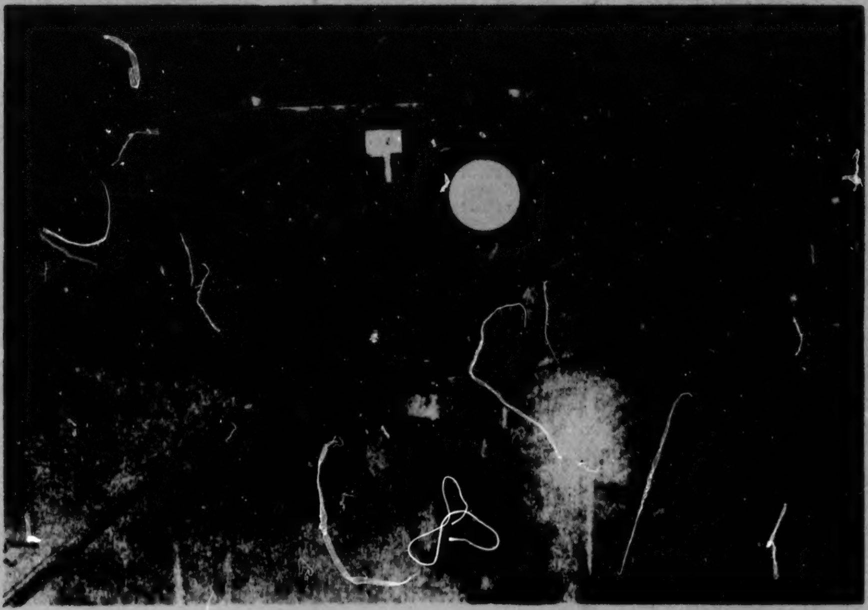
3. Since there are several parts to this machine, let's start with the on-off switch which is located on the left side of the machine.

17



4. Below the on-off switch is the loading slot. This slot is where you load the sheet of microfiche in the machine. The loading slot is part of the microfiche carrier.

8

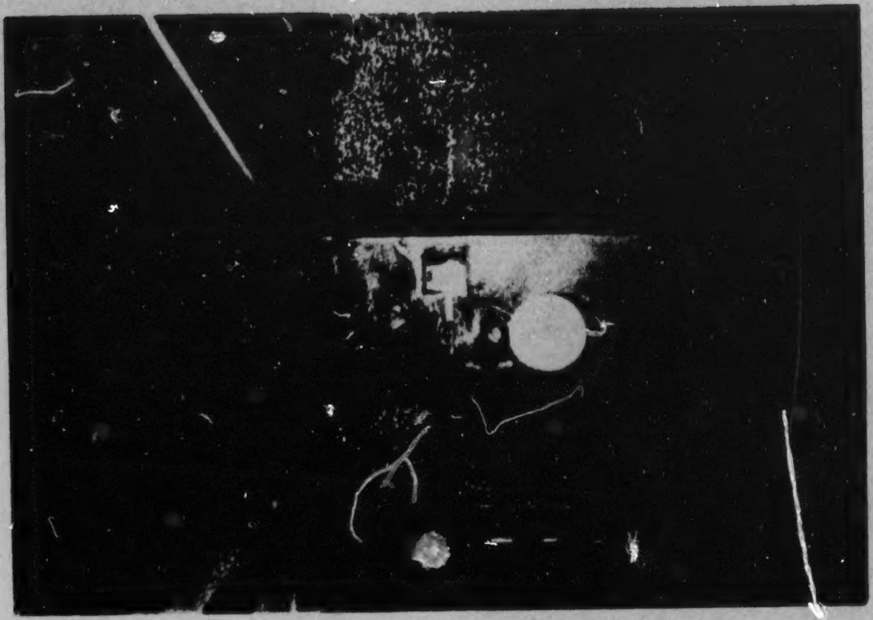


5. Below the white knob on the front of the microfiche carrier is the elevation control. Pressing this control between the thumb and forefinger allows you to move the screen up or down for better viewing.

Q1. The elevation control is used to move the screen

a. up.
b. down.
c. up or down.
d. side to side.
e. ____

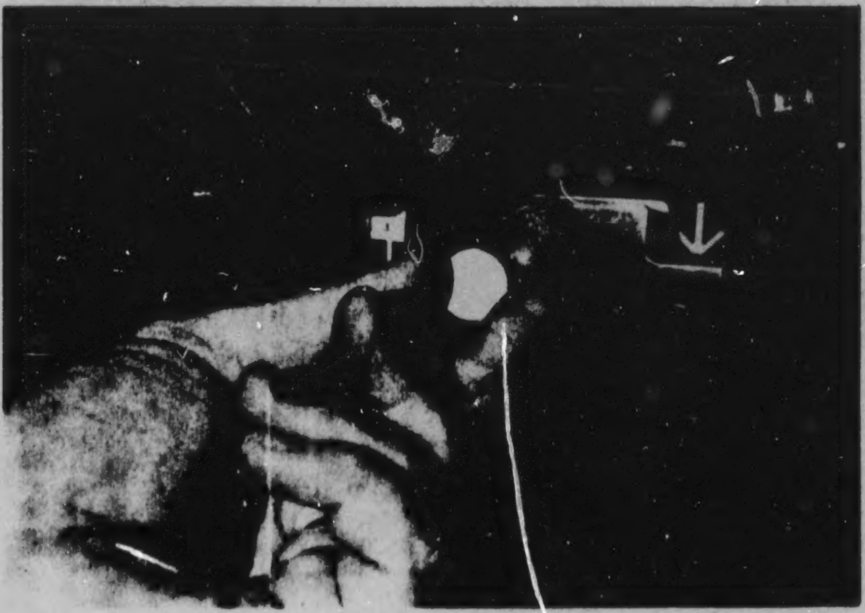
9.



6. Also on the front of the microfiche carrier is a column index window. This window shows which column on the microfiche is on display.

20

10



7. Turning the control knob enables you to view the microfiche from side to side. Pulling or pushing the control knob allows you to view the microfiche from top to bottom.

Q2. Pulling the control knob enables you to view the microfiche from side to side.

a. True

b. False

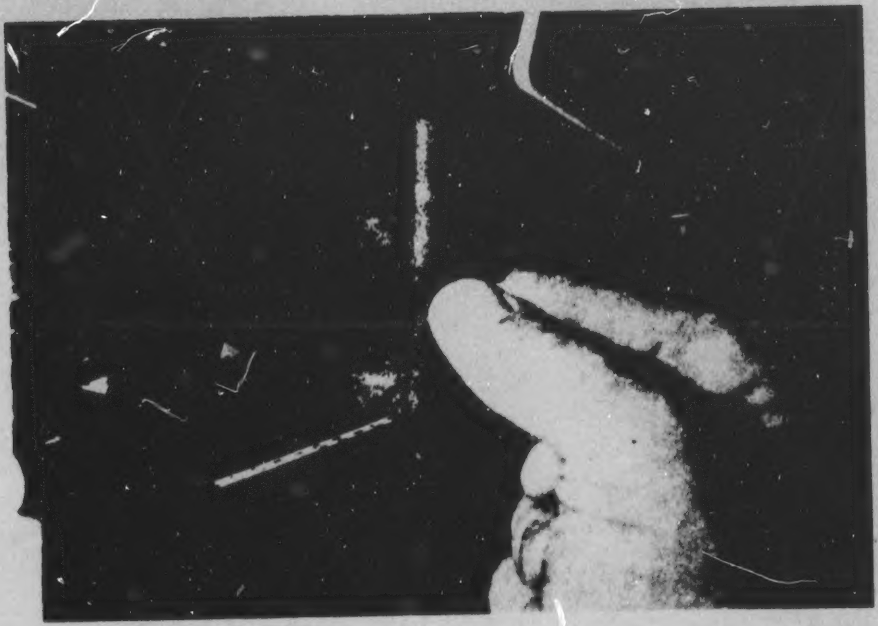
8. Pull the microfiche carrier toward you. A row of letters becomes visible on the right side of the carrier. These letters correspond to the lettered rows on the microfiche.

12

9. The arrow above the letters is the row-indicating arrow. It indicates the row of images currently displayed on the screen.

23

13



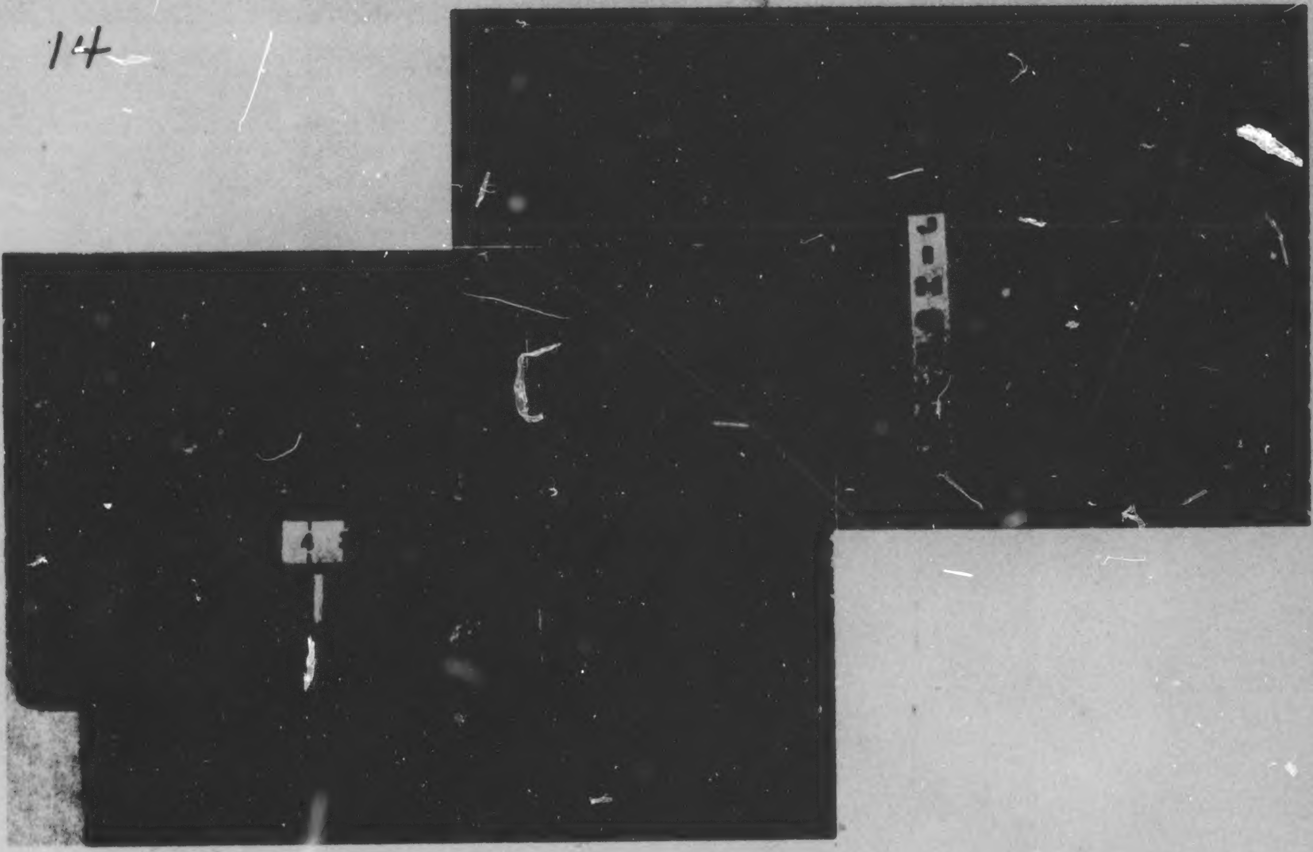
10. To the right of the row-indicating arrow on the side of the machine is the focus lever or focus control. Move this lever up or down to focus the image on the screen.

Q5. The lever to the right of the row-indicating arrow on the side of the machine is the

a. focus lever.
b. row-indicating lever.
c. elevation lever.
d. elevation control lever.
e. ____

24

14

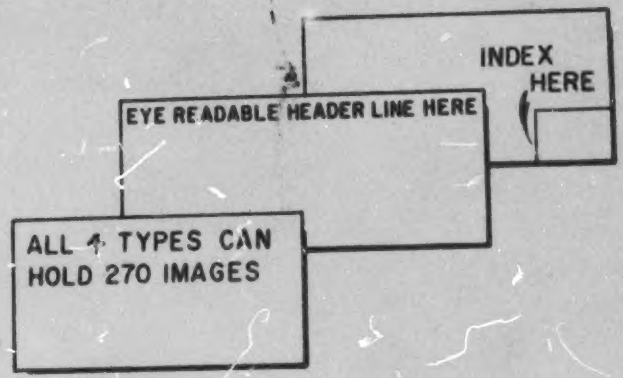


11. Each sheet of microfiche contains a frame location number. This number appears in the upper left-hand corner of the frame and consists of a letter (for the row of images) and a two-digit number (for the column of images). "J04" is the frame location pictured above. The letter "J" is below the row-indicating arrow, and the number "04" is in the column index window.

Q4. The letter in a frame location number represents the row of images.

- a. True
- b. False

25


INDEX
HERE
EYE READABLE HEADER LINE HERE
ALL 4 TYPES CAN
HOLD 270 IMAGES

12. The microfiche used in the Supply Career Field contains supply publications. These microfiche include the following similarities:

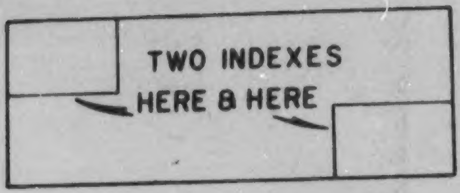
All measure 4 X 6 inches.

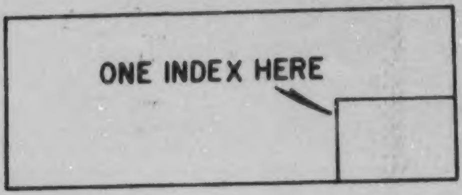
All can contain a maximum of 270 images.

All have a subindex in the bottom right-hand corner.

All have a header line which can be read without the machine and contain the fiche number at the far right.

16





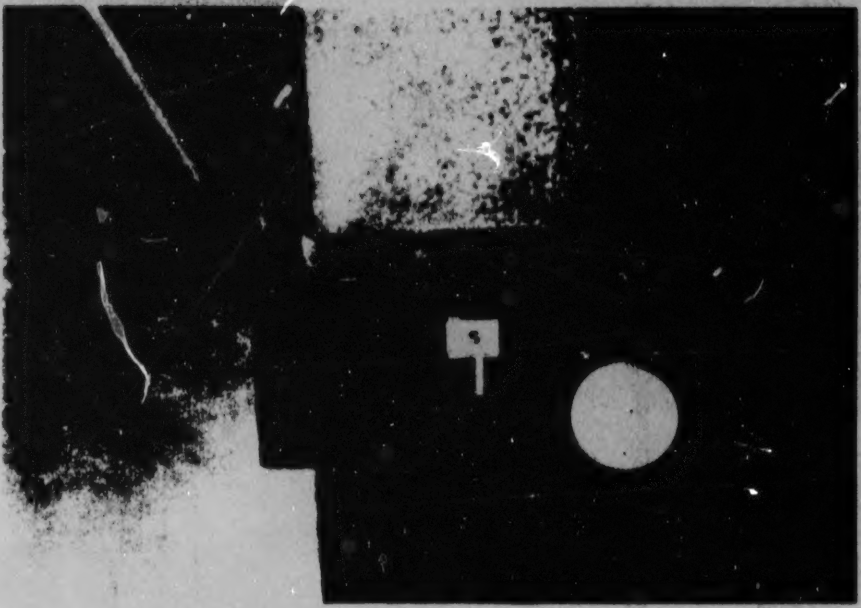
13. Supply publications differ in format and content. Some microfiche contain one index while others have two. The header line may also differ from one publication to another.

Q5. The index on a microfiche sheet may be located in the

a. top left-hand corner only.
b. top left-hand and lower right-hand corners.
c. lower right-hand corner only.
d. lower left-hand corner.
e. ____

17

14. Now put your knowledge of the reader and the microfiche to work. You will learn to put a sheet of microfiche in the reader and find frame locations for supply data.



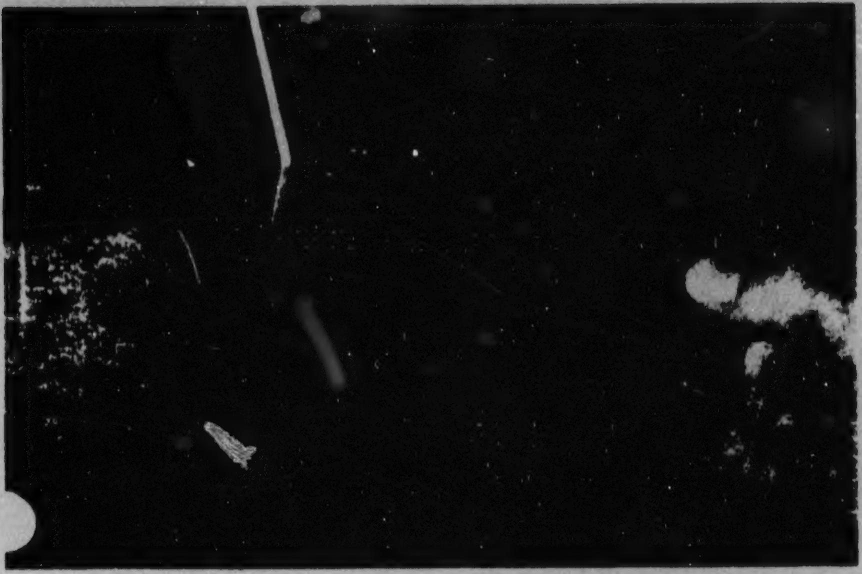
15. INSERTING FICHE

To insert the fiche, turn the control knob until the letter "S" (meaning start) appears in the column index window.

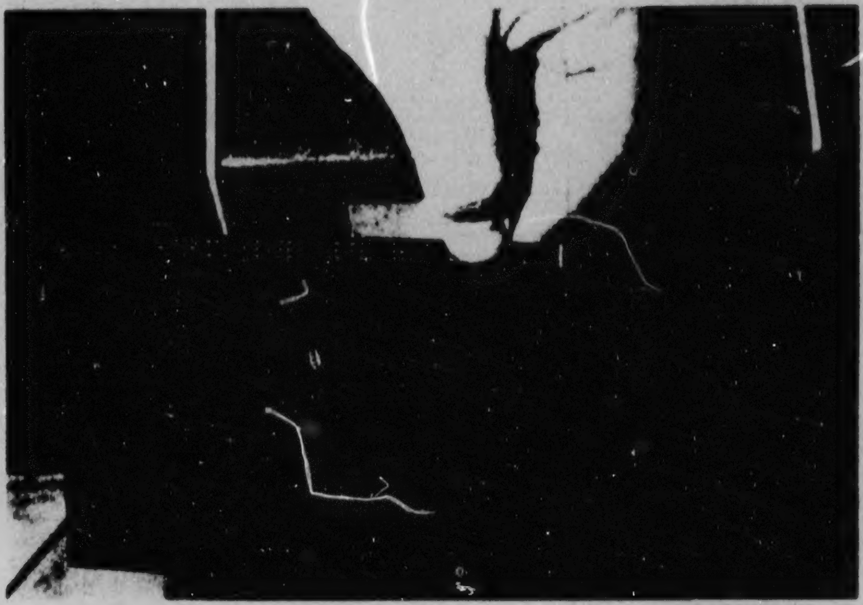
Q6. To properly insert a sheet of microfiche in the microfiche reader the letter "S" should be in the column index window.

a. True
b. False

001-02-01-02
002-01-04-02



16. Select a sheet of fiche from the box. Hold the fiche so you can read the header line from left to right.



17. Take hold of the top right-hand corner of the fiche with the thumb and forefinger of your left hand.

20

DEC 17 82

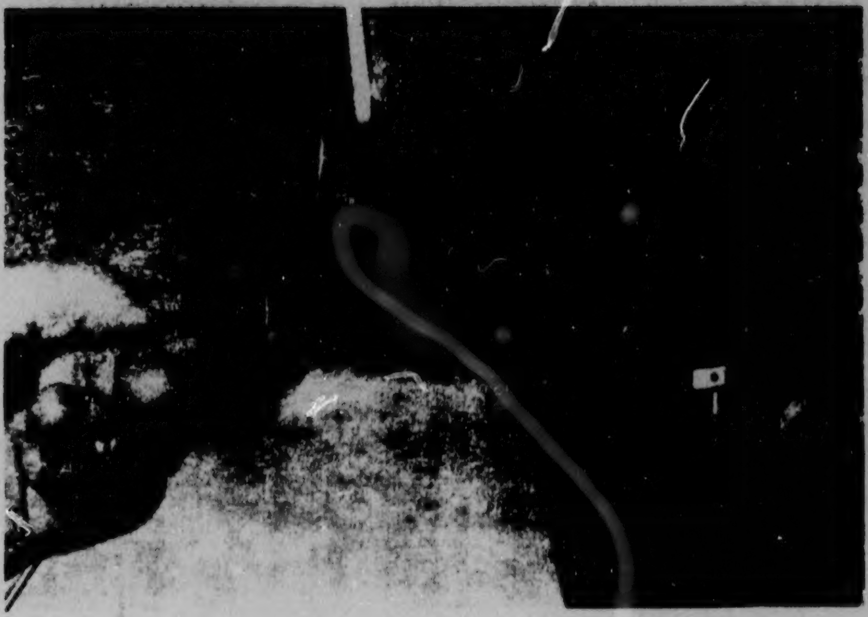
18. Turn the fiche counterclockwise until the header line is at the bottom of the fiche and still facing you.

31

21

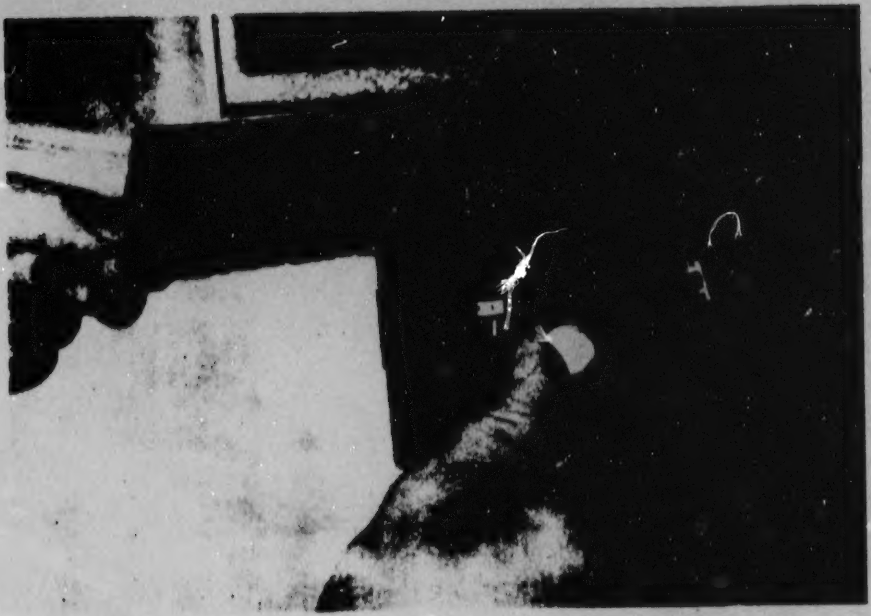
19. Grasp the control knob and pull the film carrier toward you.

22



20. With the fiche still in your left hand, insert it in the loading slot. The header line should be upside down and nearest you.

33



21. While turning the control knob counterclockwise with your right hand, gently push the fiche into the machine with your left hand. This engages the fiche in the film drive rollers and pulls the fiche into the machine.

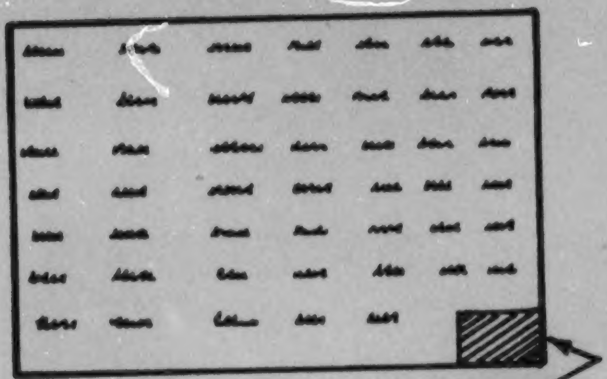
24

22. Push the on-off switch to the "ON" position and focus the image. The fine line across the middle of the screen is the line finder. Move the control knob in or out until the desired information is directly above the line finder. The line finder enables you to read straight across the fiche.

Q7. What enables you to read straight across the fiche?

a. Magnifying screen.
b. Word finder.
c. Line finder.
d. Line control.
e. ____

001-02-01-02
002-01-04-02



Subindex in position 0 18

23. The illustration above shows the location of the sub-index. To find it on the fiche you have in the machine, pull the control knob toward you until the letter "O" is directly below the row-indicating arrow. Then turn the control knob counterclockwise until the number "18" appears in the column index window. The sub-index should be pictured on the screen. Remember to use this procedure to find the sub-index on all types of fiche. However, keep in mind one fact; whenever you use the microfiche reader, there is the possibility that the numbers and letters on your machine may not be exactly synchronized with the individual frames on the microfiche sheets themselves. So when trying to locate "018," it may be necessary to jiggle the control knob slightly up and down or right to left in order to exactly pinpoint "018" on the screen.

26

24. You will use the microfiche reader in future lessons. If you are not sure that you can operate it correctly, go over the lesson again. Once you are sure you can operate the machine correctly, display the subindex on the screen. Have your instructor check your work before you proceed to the next lesson.

α1

Answers to questions in the text.

1. c
2. b
3. a
4. a
5. b
6. a
7. c

ILLUSTRATED PROGRAMMED TEXT
002-01-06-02

Technical Training

Materiel Facilities Specialist

STANDARD BASE SUPPLY SYSTEM

October 1977

3400th TECHNICAL TRAINING WING

3440th Technical Training Group

Lowry Air Force Base, Colorado

Study Guides (SGs), Workbooks (WBs), Study Guide and Workbook (SW), Programmed Texts (PTs), and Handouts (HOs) are authorized by ATC for student use in ATC Courses. They are designed to guide you through your study assignments in the most logical sequence for easy understanding. Answer self-evaluation questions and complete each problem or work assignment in the sequence given, and it will aid you in understanding and retaining key points covered in material you have studied.

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Supply Training Branch
Lowry Air Force Base, Colorado

IPT G3ABR64531 000
October 1977

STANDARD BASE SUPPLY SYSTEM

SCOPE

In this lesson you will learn basic facts about the computer system used throughout the world by the Air Force--the UNIVAC 1050-II. Using it allows Base Supply to store, maintain, and retrieve information immediately and produce all output products necessary to manage a Base Supply system.

OBJECTIVES

1. Match a column which contains computer components and support equipment with a second column containing their purpose, function, or operation. (Pages 2 through 14)

2. Given partially completed statements which identify facts about basic, detail, or support records, choose or enter the word or words to complete each statement. (Pages 15 through 20)

3. Identify the purpose and use of work listings and suspense files by selecting or entering words to complete statements. (Pages 20 through 22)

DIRECTIONS

To complete this lesson you will need this illustrated programmed text, AIS Module Test Form #1, and a sheet of scratch paper. Use the scratch paper to answer the questions in the text. The key to the correct answers for questions in the text is available at your instructor's desk. Be sure to ask your instructor for help if you have any problems with the material.

Supersedes IPT 002-01-07-03 dated 30 May 1975

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In earlier times when life was slower, working with data was no problem because there wasn't that much to keep track of. In our fast-paced world however, there's far too much information to be managed by hand. Corporations, manufacturers, banks, chain-stores and airlines must use computers for recording sales transactions, ordering and accounting for supplies, preparing personnel payrolls, scheduling flight reservations, and preparing management reports. No big business today could function efficiently without using automated data processing methods.

The United States Air Force is one of the largest businesses in the world. It must control, maintain, and account for aircraft, missiles, property, and material worth millions of dollars.

To do this, Base Supply uses the UNIVAC 1050-II Real Time Computer System. It's purpose is to receive, store, and process data, and furnish output products. "Real Time" means the computer can process a transaction (change) as soon as the data is input and report the effects of the transaction immediately. In short, the computer acts and responds instantly.

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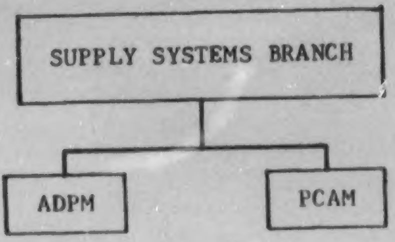
The Supply Systems Branch is responsible for operating and maintaining the computer and its support equipment. Personnel in the Automatic Data Processing Machine (ADPM) room operate the computer, and personnel in the Punch Card Accounting Machine (PCAM) room operate the support equipment. While Materiel Facilities personnel do not work in ADPM, you must be familiar with how ADPM operations affect the operation of Base Supply.



Before we go into the makeup of the computer, there are two terms you must learn. These terms will be used throughout the course.

a. Input: data you put into the computer by using either punched cards or a device very similar to a typewriter.

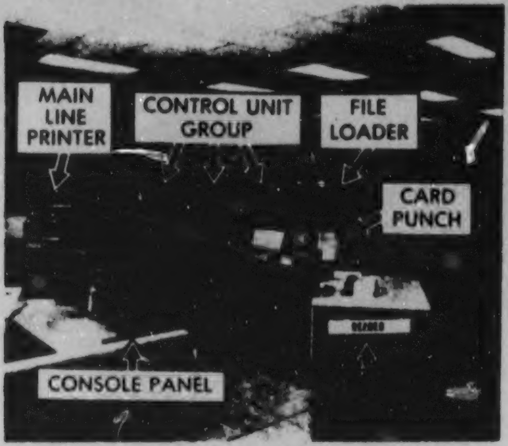
b. Output: data the computer puts out on cards or paper forms.

Now answer a couple of questions on the material covered thus far. Record your responses on a sheet of scratch paper. Be sure to check your answers against the answer key located at your instructor's desk.

Q1. The purpose of the UNIVAC 1050-II Real Time Computer System is ________________.

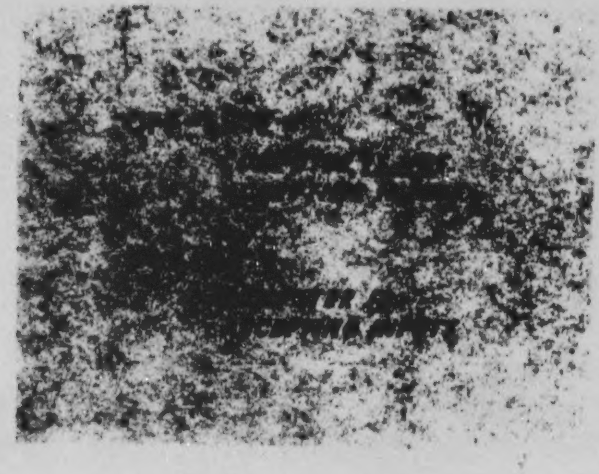
Q2. When the computer provides information on forms or punched cards, the forms and cards are called ______________.

AUTOMATIC DATA PROCESSING MACHINE (ADPM) UNIT

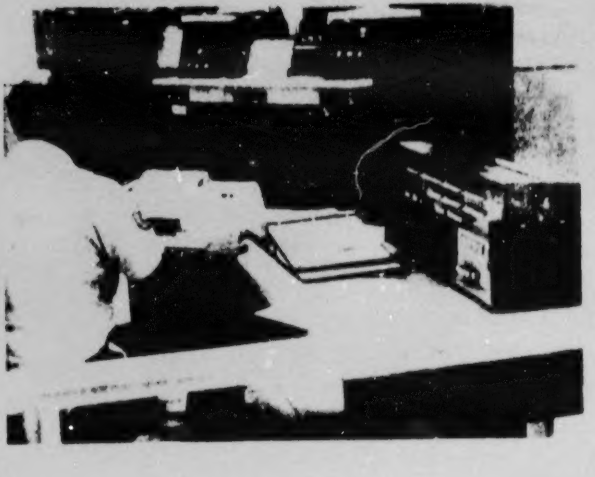


This is the computer room. Here components (parts) of the computer work together to process information input to the computer, perform arithmetic computations, change records, store information, and output information. Some of the components are used for input, some for output, and some to process or store data.

The computer room must always be kept very clean, dry, and quite cool. To make sure it is, air filters, air conditioning, and humidity controls are located in the computer room. Internal parts of the equipment are very sensitive too, and easily damaged by dirt or dust, excess heat, or moisture. Only authorized people are allowed in the computer room.

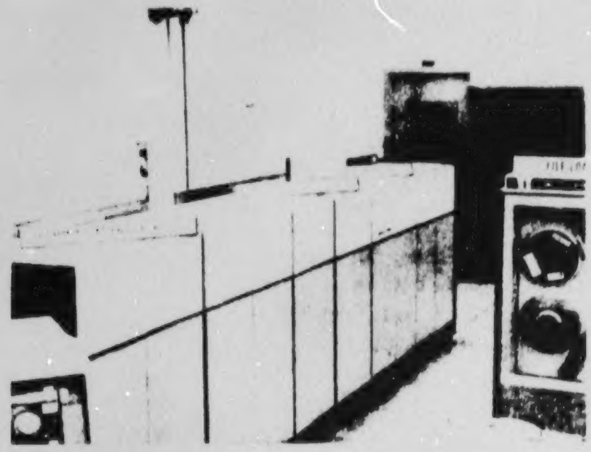


This illustration shows two more important points you must remember. Sometimes the computer is "down" for maintenance or is being used to process special reports. During these times, you will not be able to use it; it will have been programmed not to accept inputs. The computer is said to be "off-line" when it is not accepting inputs and "in-line" during normal times when it does accept inputs.



The first component of the computer we'll discuss is the Console Panel. The Console Panel is manned by 645X2 computer personnel. The unit in the right border of the picture tells the computer operator what processing actions the computer is performing and what units in the computer system are not working. He is sitting at a special typewriter which he uses to input messages to, and receive answers back from, the computer. Consequently, the console is both an input and output device.

Beyond the Console Panel you can see the Main Line Printer. It prints management reports and listings from information stored within the computer. It prints up to 750 lines of information per minute. The printer is called a line printer because it prints a complete line of information at a time. As you've probably already figured out, it's an output device, and you'll be using some of the many listings it produces.



The next component located in the computer room is the Central Processor. It is the control center of the computer system. It contains the circuitry for the logic and arithmetic operations, a memory storage area, and the power supply for the system.

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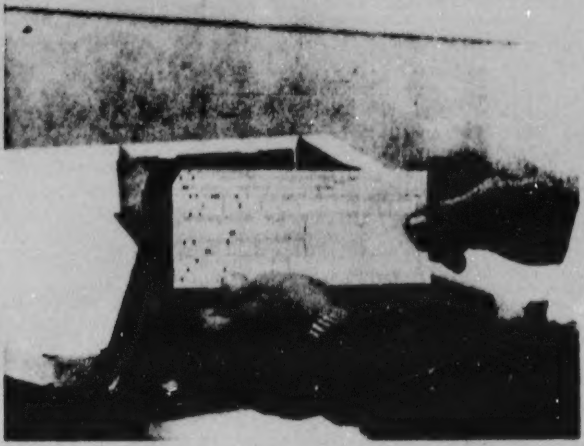
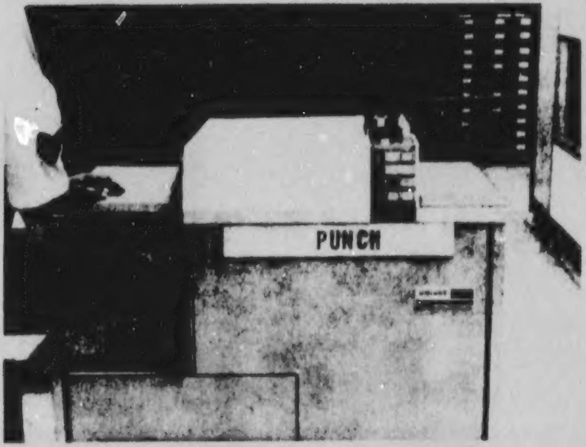


This picture shows a Punch Card Accounting Machine card, or PCAM card for short. You'll be working with a lot of these. As you can see, they have small holes punched in them. When these cards are put into the Main Card Reader, electric sensors "read" the combination of holes and transmit the information to the central processing part of the computer.

The Main Card Reader is called "main" because there is another card reader located outside the computer room; we'll talk about it later.

Now then . . . is the Main Card Reader an input or output device? Since it only receives information on cards and does not give anything back it has to be an input device, right? Right.



Don't confuse the Card Reader with the Card Punch. Their jobs are opposite. The Card Punch takes information stored in the computer and punches this information into PCAM cards. The punched cards are used for several jobs in Base Supply. You will learn about some of these later. Since the Card Punch draws information from the computer and gives it to you, it is an output device.

FILE LOADER

The File Loader is used as both an input and output device. It can give the computer information to process and it can put back information that has been lost or erased from computer memory. The File Loader also records information about computer transactions on magnetic tape, to be used as a backup in case there is a major malfunction within the computer and information is lost or destroyed.

The "memory" of the computer is the Disk Sub-System, a small unit with one or two double disk storage units, kind of like phonograph records. Each disk pack has 20 recording surfaces to store almost 70 million characters of information. The whole sub-system may be carried from one place to another as easily as a lunch box.

As stated earlier, you will never work in the ADPM computer room yourself, but you will be using computer products output there, and all your inputs will go there. Knowing how the computer components work, separately and together, will give you a better understanding of how a Standard Base Supply System functions and an appreciation of the work the system saves you.

Match the ADPM components in the left column with their functions in the right column.

Q3. Card Punch

Q4. File Loader

Q5. Main Line Printer

Q6. Disk Sub-System

Q7. Main Card Reader

a. used as an information back-up

b. reads punched holes in PCAM cards

c. the computer's "memory"

d. punches information holes in PCAM cards

e. produces management reports and listings

Match the ADPM components in the left column with their input/output capability in the right column.

Q8. Main Line Printer

Q9. Main Card Reader

Q10. File Loader

Q11. Card Punch

Q12. Console Panel

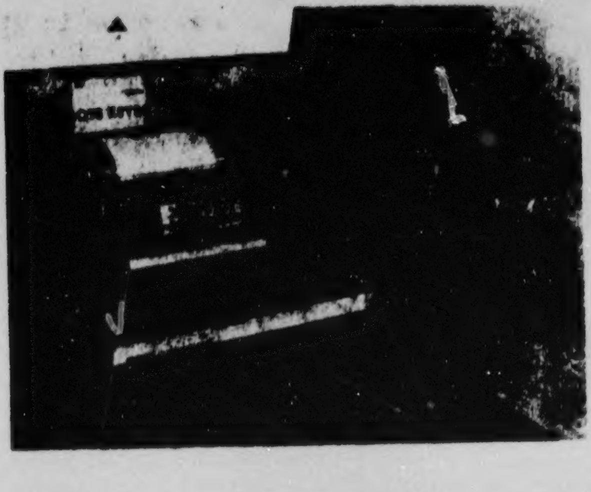
a. input only

b. output only

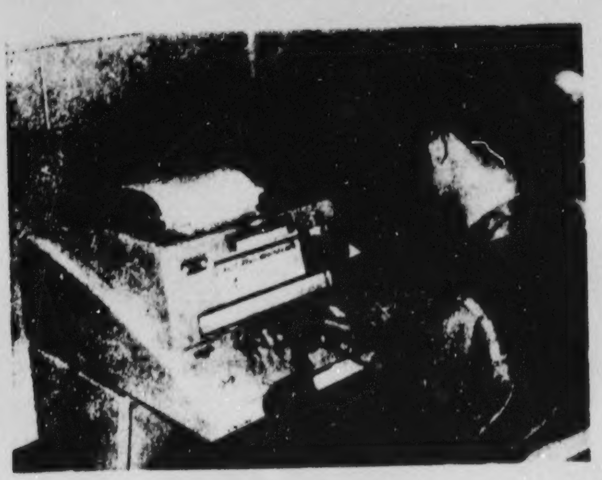
c. both input and output

d. neither input or output

The components we have covered thus far are all located in the computer room. There are two devices connected directly to the computer which are located outside the computer room. Because you will use these devices often, let's examine them closely.



Do you notice that both these devices have the word "remote" in their names? Remote means away from or separated from. In this case, it means that these two devices, although connected to the computer, are physically located away from it, sometimes a few miles.



There are several Remote Keyboard Printers in Base Supply, located in places where they are used many times each day. One is located in the Receiving Section of the main warehouse while another one is located in the warehouse Storage and Issue Section. These places are manned by Materiel Facilities personnel . . . you.

The Remote Keyboard Printer is basically a typewriter with special keys and buttons added to communicate with the computer. You can type an input to the computer and receive an answer back from the computer immediately. Therefore, it is both an input and output device. You will have a special lesson and lots of practice on the Remote Keyboard Printer in the next block of instruction and in the practical application in Block Five. It's fun!

The second unit located outside the computer room is the Remote Card Reader. This unit is used with a Remote Keyboard Printer. It has the same capability as the Main Card Reader located in the computer room. It simply reads the combination of holes punched in PCAM cards and transmits the information to the computer. The Remote Card Reader is not used with every Remote Keyboard Printer. It is used only where the information from large quantities of PCAM cards is fed into the computer for processing, primarily in the Receiving Section of the Base Supply warehouse.

When punched PCAM cards are processed through the Remote Card Reader, the computer answers back on the Remote Keyboard Printer connected to the card reader. It usually tells you to take some type of action. Since you are a 645X1, the Remote Card Reader is another device you must be able to operate. There's a lesson on the Remote Card Reader in the next block of instruction.

See if you can match the functions in the left column with the piece of equipment in the right column. Some alternates may be used more than once or not at all.

Q13. Input only

Q14. Reads PCAM cards

Q15. Output only

Q16. Used only with the Remote Keyboard Printer

Q17. Input and Output device

Q18. Basically a typewriter

a. Card Punch

b. Remote Keyboard Printer

c. Remote Card Reader

d. PCAM cards

PUNCH CARD ACCOUNTING MACHINE (PCAM) UNIT

The PCAM room usually adjoins ADPM because it contains four pieces of equipment used to support the computer. These four items are called, logically enough, support equipment. They prepare inputs or process outputs in different ways. Their names will tell you what they do: Keypunch Machine, Interpreter, Card Sorter, and Decollator.

The Keypunch Machine prepares PCAM cards for input. This machine is, like the Console Typewriter and Remote Keyboard Printer, basically a typewriter with special keys and buttons added. The difference between the Keypunch Machine and a typewriter is that where the typewriter prints letters and numbers on a page, the Keypunch Machine punches a special combination of holes in a PCAM card. Do you remember which computer component can read these holes? The Card Reader, you say? You're right!

There are many Keypunch Machines on an Air Force base. One is always in PCAM, of course, but there are several on an aircraft flight line, in Accounting and Finance Section, in Civil Engineering and, most important to you, in the Receiving Section of a Base Supply warehouse. I can hear you thinking "The warehouse? That's me! Another machine for me to use?" Yes indeed . . . a separate lesson and lots of practice in Block II and in the practical application in Block V. It's an interesting machine.

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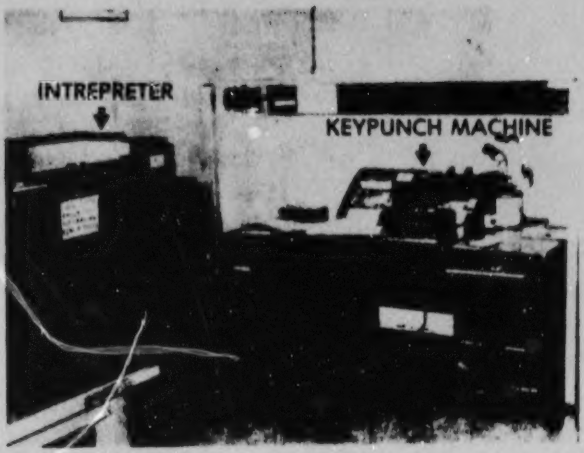
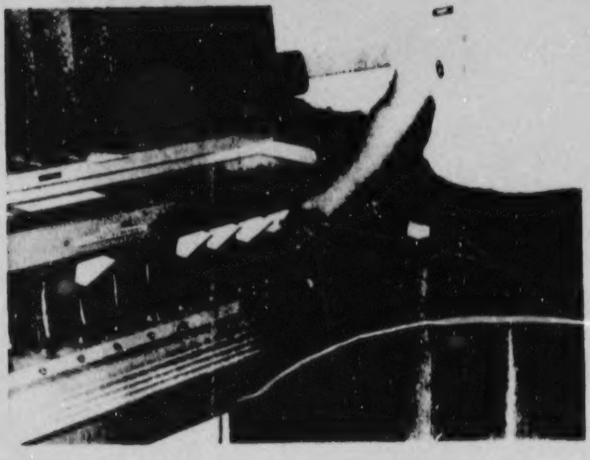


A second piece of support equipment in PCAM is the Interpreter. The computer can read holes in cards, but most people must read printed material. Certain jobs in Base Supply call for punched PCAM cards, but because people have to use the cards to do the job, they must be able to read the cards. The Interpreter solves this problem. When punched cards are fed into the Interpreter, it reads the holes, interprets or translates them, and prints the information across the top edge of the card.



A third piece of support equipment in the PCAM room is the Card Sorter. As it's name says, it sorts cards into whatever group you set the machine for. You can load the machine with cards in one kind of sequence or order, and end up with them sorted into the groups you need.

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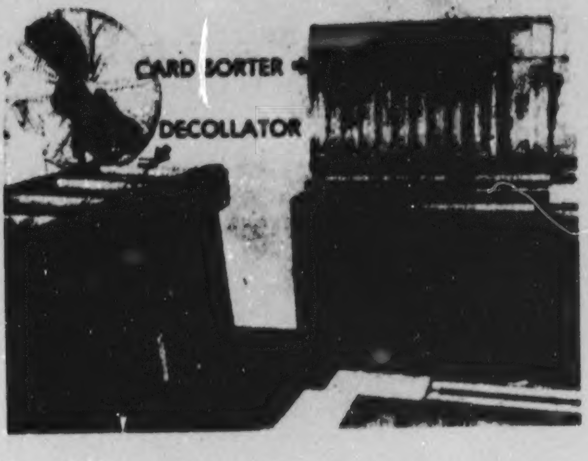

If, for example, you needed the cards sorted according to their warehouse location so you can inventory warehouse supplies, the machine would be set to sort a mixed stack of cards in warehouse location sequence.

Most computer listings and reports are output in four copies with carbon paper between the copies to print on all four sheets. The sheets also run continuously, with perforations at intervals to tear the sheets apart (like a gaint roll of paper towels). To take the four copies apart and take out the carbon paper by hand would take many hours and leave both you and the paper smudged with carbon. The Decollator does this job quickly and cleanly. To "collate" something means to put it together, so "decollate" means to take it apart.

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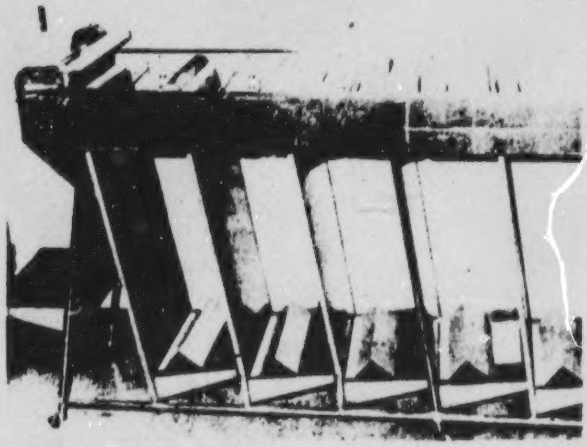


By weaving the various copies of an output listing over the rollers on top of the Decollator, the machine will separate the copies and drop each copy into a separate bin. The carbon paper for each copy is dropped into other bins.

This concludes the information you must know about computer components and support equipment for the present. You should be able to name each one and state its basic function. Knowing its function should then tell you whether it is an input or output device. A quick matching test will let you know what you may need to review.

Match the equipment in the left column with its function in the right column.

Q19. Keypunch Machine

Q20. Card Sorter

Q21. Interpreter

Q22. Decollator

Q23. Main Line Printer

a. sorts cards into sequence

b. separates listings from carbon paper

c. translates punched holes and prints across top edge of card

d. Prints management products and listings

e. prepares PCAM cards for input

Now choose the word in parenthesis which will make the sentence correct.

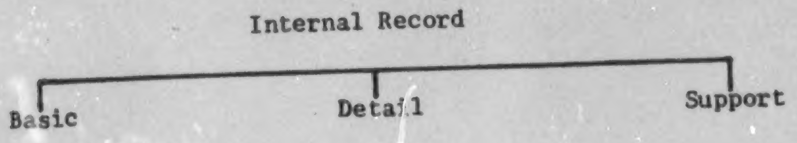
Q24. The items located in PCAM are called (computer components/ support equipment).

Q25. If the computer is not accepting inputs, it is said to be (in-line/off-line).

Now that you know a little about the computer and its support equipment, let's learn about the kinds of records used in a Standard Base Supply System. There are two types of records---internal and external. We'll take each one separately.

INTERNAL RECORDS

When referring to records, the word "internal" always means one thing--those records stored inside the computer. Any action you take on a supply item changes the internal records in some way. There are three kinds of internal records--basic, detail, and support.



BASIC RECORDS. The two basic records in the computer are the item record and the repair cycle record. Their names will tell you what they are used for once we define them.

The item record is the most important internal record in Base Supply. There is an item record for every item of supply used on an Air Force base. If an item record is not loaded in the computer for an item, a transaction on that item will not process. How could the computer process information on an item it never heard of? Additionally, an item record must be loaded before any other record can be established for the same item. The item record contains all the information necessary to manage an item. A few of the more important data elements are as follows:

DATA	DESCRIPTION
National Stock Number (1560-00-395-1454)	A number assigned to an item which positively identifies it just as your social security number positively identifies you. An item record is located on the internal records by stock number.
Routing Identifier (S9I)	Identifies the source of supply for the item.

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ERRC Designator (XB3)	This code means Expendability, Recoverability, Reparability, Cost Designator. It identifies whether or not an item can be repaired and, if so, who repairs it.
Nomenclature (nut, self-locking)	The name of the item.
Warehouse Location (01A016B006)	This is the exact location in a warehouse where the item is stored.

Right now, these names and numbers mean little to you. Before you graduate however, you will know not only how to break down and interpret these five data elements, but you will also learn many more. It's a nice feeling of accomplishment to be able to recognize a strange number and explain the different parts that make it up.

Remember, the item record must be loaded for an item before (1) any other record can be loaded for it or (2) a transaction will process for it.

Before going on to repair cycle records, answer a few questions on the material just covered.

Q26. Basic, detail, and support records are what type of records?

Q27. The two basic records are __________ and __________.

Q28. The most important internal record is the ____________.

Q29. Item records are located on the computer by ___________.

The repair cycle record is created to store repair cycle data on items which can be repaired. The Air Force uses thousands of different types of items. Each one is examined thoroughly to decide if it can, or should, be repaired when it fails to work properly. You wouldn't try to repair a broken bolt, but you would certainly try to repair an aircraft radio. Items which can't be repaired are assigned an ERRC designator beginning with XB. Items that can be repaired are assigned ERRC designators beginning with XD or XF. (These designators are explained more thoroughly in lesson 5 of this block).

You learned a few pages back that ERRC designators are loaded on the item record. When ERRC designators beginning with XD or XF are loaded on the computer, the computer automatically establishes a repair cycle record for the item. Information contained on the repair cycle record is used by the computer to compute stock control levels. This record also maintains information about the repair capability of XD and XF items as well as the activity responsible for restoring unserviceable XD and XF items to a serviceable condition. You'll learn more about repair cycle items later.

This is all you need to know at present about the repair cycle record. Answer the following questions to make sure you have a good knowledge of the material covered this far. Record your answers on a sheet of scratch paper. Don't forget to check your answers against the answer key.

Q30. Repair cycle items are assigned ERRC designators beginning with ________ or ________.

Q31. Repair cycle items (can/cannot) be repaired.

Q32. When XD or XF ERRC designators are loaded on the computer, the computer automatically establishes a ____________________.

Q33. Repair cycle records and item records together make up ________ records.

Now let's learn a little about the second kind of internal record, detail records.

Detail records can best be described as extensions (continuations) of item records. They identify supply processing actions being performed on an item. The computer automatically establishes detail records when certain transactions are processed. When detail records are no longer required, they are deleted from the computer.

There are several different types of detail records. To see how they are used, let's cover one kind of supply action which causes detail records to be created.

When a customer requests an item of supply, the request is input to the computer. The computer knows how many items are supposed to be stored in the warehouse. If there are not enough items to fill the request, the computer will automatically create a due-out detail record for that stock number. The item is thus due-out from supply to the customer.

If our customer wants an item we don't have, obviously we must get it for him. In most cases, the computer automatically requisitions (orders) it from the source of supply that buys and stocks the item. Pulling information from both the item record and due-out detail record, the computer prepares a requisition to be forwarded to the source of supply. At the same time, it also prepares a due-in detail record to show that the item requisitioned is on order and due-in to Base Supply from the source of supply. When the item is received, the due-in detail record will be deleted. When the item is issued to the customer, the due-out detail record is deleted. You can see how detail records are established for a certain job and then deleted when that job is done.

In a later block, you will actually process due-in and due-out items. Knowing how the computer processes them will make your job more meaningful to you. Let's see how well you absorbed this information by selecting the word in parenthesis which makes the sentence correct.

Q34. Detail records are established for specific transactions and are (converted/deleted/updated) when no longer required.

Q35. An item requisitioned from a source of supply is called a (due-in/due-out).

Q36. A supply item owed to a customer is called a (due-in/due-out/requisition).

Q37. A detail record is an (internal/external) record.

You now know about two kinds of internal records---basic and detail. There's only one left to learn about---support records.

Remember there are only two basic records, but several detail records. However, there are many support records established to do just what their name says...support supply actions in a particular way. Information on support records is gathered from basic and detail transactions and the information is printed on reports and listings so personnel can better manage the Base Supply account. Some support records are established when the computer is installed and used the first time. The reject notice record is one of these and, since you'll find it to be a most helpful record in the future, we'll talk about it.

Remember earlier in this lesson you learned that you will be making inputs to the computer on the Remote Keyboard Printer. All inputs must be free of errors or the computer will reject them. If you try to input information and the computer will not accept your input, naturally you'll want to know why. This is where the reject notice record comes in.

The reject notice record is basically an internal list of phrases concerning errors people make on inputs. If your input has an error on it, the computer will tell you (using one of these plain language phrases) exactly what the error is. You'll have a lesson on rejects and how to correct them later in the course.

Match the characteristic in the left column with the type of record in the right column. Be sure to record your answers on a piece of scratch paper and check them against the answer key at the instructor's desk.

IF 78-183

Q38. An internal list of phrases describing input errors.

Q39. The most important internal record.

Q40. Established for specific transactions and deleted when no longer needed.

Q41. The reject notice record is one of these.

Q42. Information stored inside the computer.

a. Detail record

b. Item record

c. Support record

d. Reject notice record

e. Internal record

This concludes the knowledge you need at present concerning internal records. Now let's turn to external records.

EXTERNAL RECORDS

Just as internal records are inside the computer, external records are outside the computer. External records are work listings and suspense files. Since you will be working with both of these, let's look at some examples so you can see how they are used.

Work listings are produced by the computer, which takes the information from internal records. Using the listings always makes running Base Supply easier, but there are times when listings are essential to doing the job, like when the computer is down for maintenance. To illustrate how a work listing is used, let's talk about one of the most important ones--the Stock Number Directory.

The Stock Number Directory is the most used work listing in Base Supply. It is used more than any other because it is an external record of the internal item records. Remember we said the item record is the most important internal record because it contains all the essential data necessary to manage a supply item. This is the information listed on the Stock Number Directory.

If the computer is off-line, Base Supply must still support its customers. If someone requests an item, paperwork is processed by hand to issue the item to him. If you're working in the warehouse when the issue request for the item comes in, you would look up the stock number in the Stock Number Directory, check the name of the item, and note its warehouse location. Then you would go to the warehouse location and pull the item to issue to the customer.

Different sections in Base Supply use the Stock Number Directory for different purposes. You'll be using it and several other work listings later in the course.

Other work listings you will learn about and use are the Daily Document Register, the Daily Transaction Register, and the Daily Reject Listing. They are all external print-outs of internal records (whether basic, detail, or support) and furnish a great deal of information that otherwise is available only in the computer.

Of the two types of external records, suspense files are created by people. Suspense files are used to insure that inputs to the computer processed correctly. Let's take as an example an action you will perform if you're assigned to a warehouse...a warehouse location change.

At times you will have to store a new item received on base, move an item from one place to another in the warehouse, or delete a location no longer required. The warehouse location of all items must be on the internal records, so if you do anything to add, change, or delete a warehouse location, you must inform the computer. To do this, you will prepare an AF Form 1991 in two copies. Copy one will be input by the Remote Keyboard Printer operator, and you will file copy two in a suspense file. The following day you must check the suspense copy against the Daily Document Register to insure that the transaction processed and the internal records were changed. If the input processed, you can destroy the suspense copy.

If an input fails to process, it will not show up on the Daily Document Register. In that case, you use the suspense copy to prepare another input. You will learn about and work with several types of suspense files later in the course.

Suspense files are also very important in Base Service Store operations. You will learn that when the issue request has been completed and signed, a copy of it is kept in a suspense file for 5 work days. This allows the the customer time to make sure that he has been charged correctly on internal computer records. You can see that suspense files provide a method of double checking the computer system. Now see how well you can answer the following questions.

Q43. External records consist of ____________ and suspense files.

Q44. The most used work listing in Base Supply is the ____________.

Q45. Name some of the other work listings you may be working with.

Q46. What is the purpose of suspense files?

This concludes the lesson on the Standard Base Supply System. Review those portions you feel unsure of and take the lesson appraisal when you have a thorough understanding of the material.

STANDARD BASE SUPPLY SYSTEM

Block I Lesson Six

Answers to Questions in Text

Q1. To receive, store, process data, and furnish output products.

Q2. Output.

Q3. d.

Q4. a.

Q5. c.

Q6. c.

Q7. b.

Q8. b.

Q9. a.

Q10. c.

Q11. b.

Q12. c.

Q13. c.

Q14. c.

Q15. a.

Q16. c.

Q17. b.

Q18. b.

Q19. e.

Q20. a.

Q21. c.

Q22. b.

Q23. d.

Q24. Support equipment.

Q25. Off-line.

Q26. Internal.

Q27. Item and Repair Cycle.

Q28. Item.

Q29. Stock Number.

Q30. XD or XF.

Q31. Can.

Q32. Repair Cycle Record.

Q33. Basic.

Q34. Deleted.

Q35. Due-in.

Q36. Due-out.

Q37. Internal.

Q38. d.

Q39. b.

Q40. a.

Q41. c.

Q42. e.

Q43. Work Listings.

Q44. Stock Number Directory.

Q45. Daily Reject Listing, Daily Transaction, and Daily Document Register.

Q46. To insure that inputs to the computer process correctly.

PROGRAMMED TEXT 53

002-02-01-01

Technical Training

Materiel Facilities Specialist

REMOTE KEYBOARD PRINTER OPERATIONS, PART ONE

March 1978

LOWRY TECHNICAL TRAINING CENTER
3440th Technical Training Group
Lowry Air Force Base, Colorado

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Supply Training Branch
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March 1978

REMOTE KEYBOARD PRINTER OPERATIONS, PART ONE

SCOPE

The lesson group dealing with the Remote Keyboard Printer is divided into a knowledge lesson and a practical lesson. This text and its lesson appraisals will help you understand how the remote is used in Base Supply operations. In the second lesson (part two), which the computer will assign to you when a remote is available, you will learn operating procedures.

OBJECTIVE

Identify facts about the purpose and operation of the Remote Keyboard Printer.

DIRECTIONS

To complete this lesson you will need this text, a sheet of scratch paper, and AIS Module Test Form 2. Throughout the text you will be asked to write short responses to statements and questions. Do so on the sheet of scratch paper. A key to the correct answers is available at the instructor station. Use it to check your work. If you have any questions as you are going through the lesson, be sure to ask one of your instructors for help.

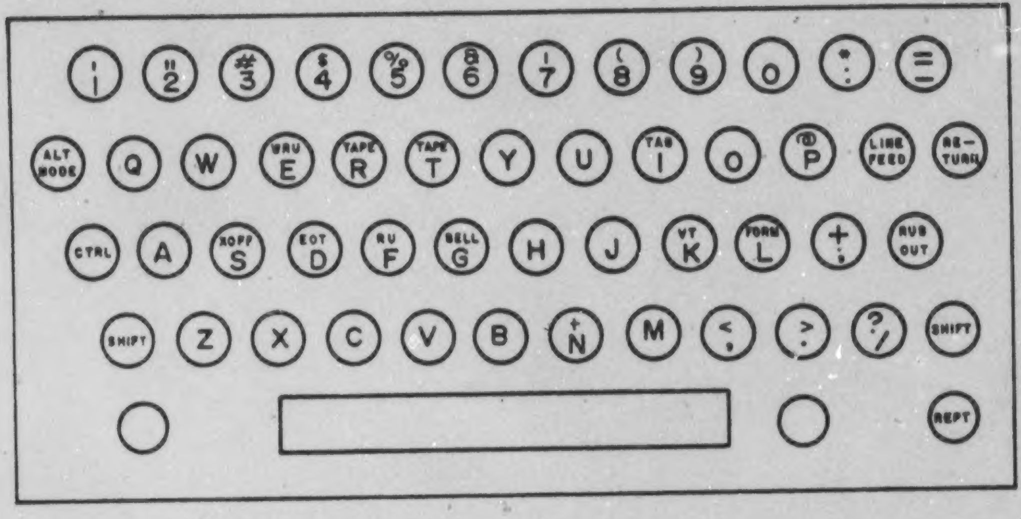
In lesson six of Block I you learned about the Standard Base Supply System which depends on the UNIVAC 1050-II. You learned about the different parts and functions of the entire computer system. In this lesson you will focus more closely on one of the units you will be using the most...the Remote Keyboard Printer.

Supersedes PT 002-04-02-01, April 1976.

Do you remember what its function is in the computer system? Well, consider its name. It's a printer with a keyboard, so it's similar to a typewriter. It is also located away from the computer to which it is electronically connected, so it's remote. The Remote Keyboard Printer, called the remote for short, provides two-way communication with the computer; that is, it is used to send (input) messages to, and receive (output) messages from, the computer.

The face of the remote consists of a keyboard and a control panel, as you can see from the figure on the next page. If you've used a typewriter before, you'll notice that the remote's keyboard is very similar. However, besides the usual character keys, the keyboard has special function keys such as CTRL or RETURN. Some of the normal character keys also have special functions. Notice that the D is also coded EOT (for end of transmission), and the L is coded FORM (and is used to advance the forms). There is also a control panel consisting of buttons and indicators which are used for specific functions of the remote. You will become familiar with some of the special keys, buttons, and indicators in the practical lesson.

The remote operates in two modes (conditions): in-line and off-line. When in-line, the remote is used to send and receive messages from the computer. In-line, in effect, means that the remote and computer are connected. When the remote is in the off-line mode, you are unable to communicate with the computer--which means you cannot send or receive messages. In the off-line mode, simple maintenance can be performed on the remote and/or the remote can be used like a typewriter.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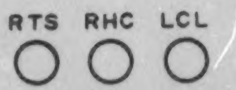
REMOTE KEYBOARD



CONTROL PANEL

RTS: Request To Send
RHC: Remote Has Control
LCL: Local

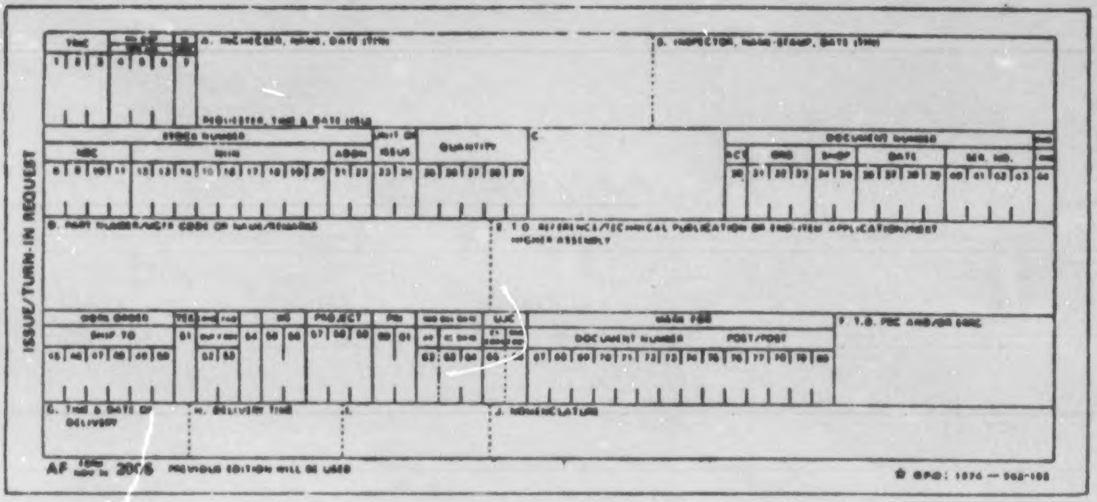
IN-LINE OPERATIONS

The first question is how can you determine whether or not the Remote Keyboard Printer is in-line? It's easy! When in-line with the computer, the remote produces an audible clicking sound every second. This is called polling. When the remote is polling, it is in-line and ready to send and receive messages from the computer.

When you do input a message, you will be typing from one of several input forms. You'll learn more about how and when these forms are used later in the course, but let's take a quick look at them now. Look at the three figures on the following pages. You'll notice that although the AF Form 2005, AF Form 1991, and AF Form 1530 look different, they all have an 80-column format. This is because the computer allows a maximum of 80 characters per input message. The forms allow one character per space. The 2005 and the 1991 are single message input forms. The 1530 may be used to prepare several input messages on a single form.

After a message has been prepared on one of the input forms, you are ready to input it to the computer. Remember, the remote must be in-line with the computer before a message can be transmitted.

So if the remote is polling, you can begin the input process. You'll go through this process step-by-step in the second part of this lesson, but it is really not much more complicated than simple typing. However, there are a few differences you should keep in mind.



ISSUE/TURN-IN REQUEST

QUANTITY

DOCUMENT NUMBER

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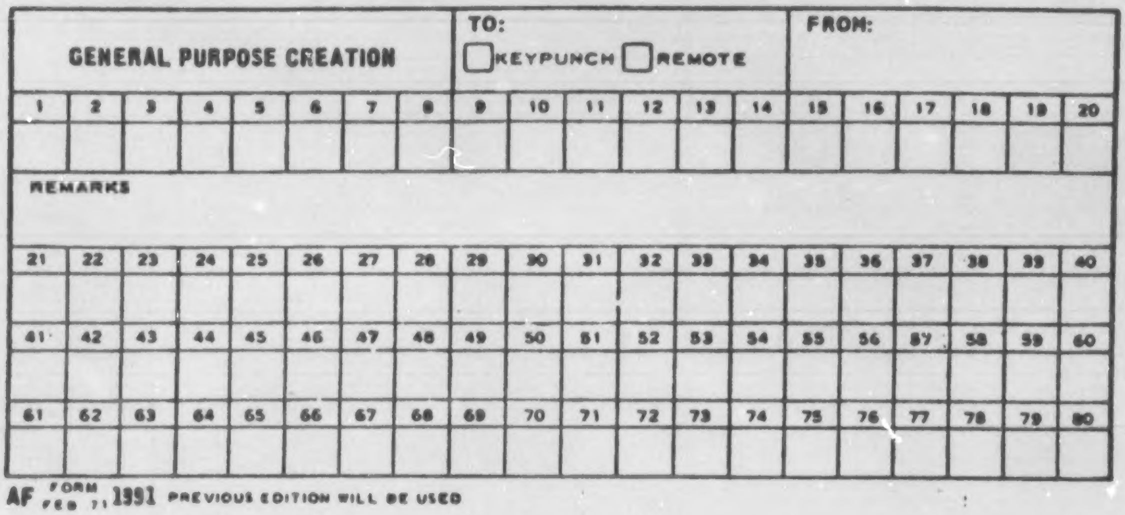
SHIP TO

AF FORM 2005

AF Form 2005



GENERAL PURPOSE CREATION								TO: ☐ KEYPUNCH ☐ REMOTE						FROM:					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
REMARKS																			
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61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80

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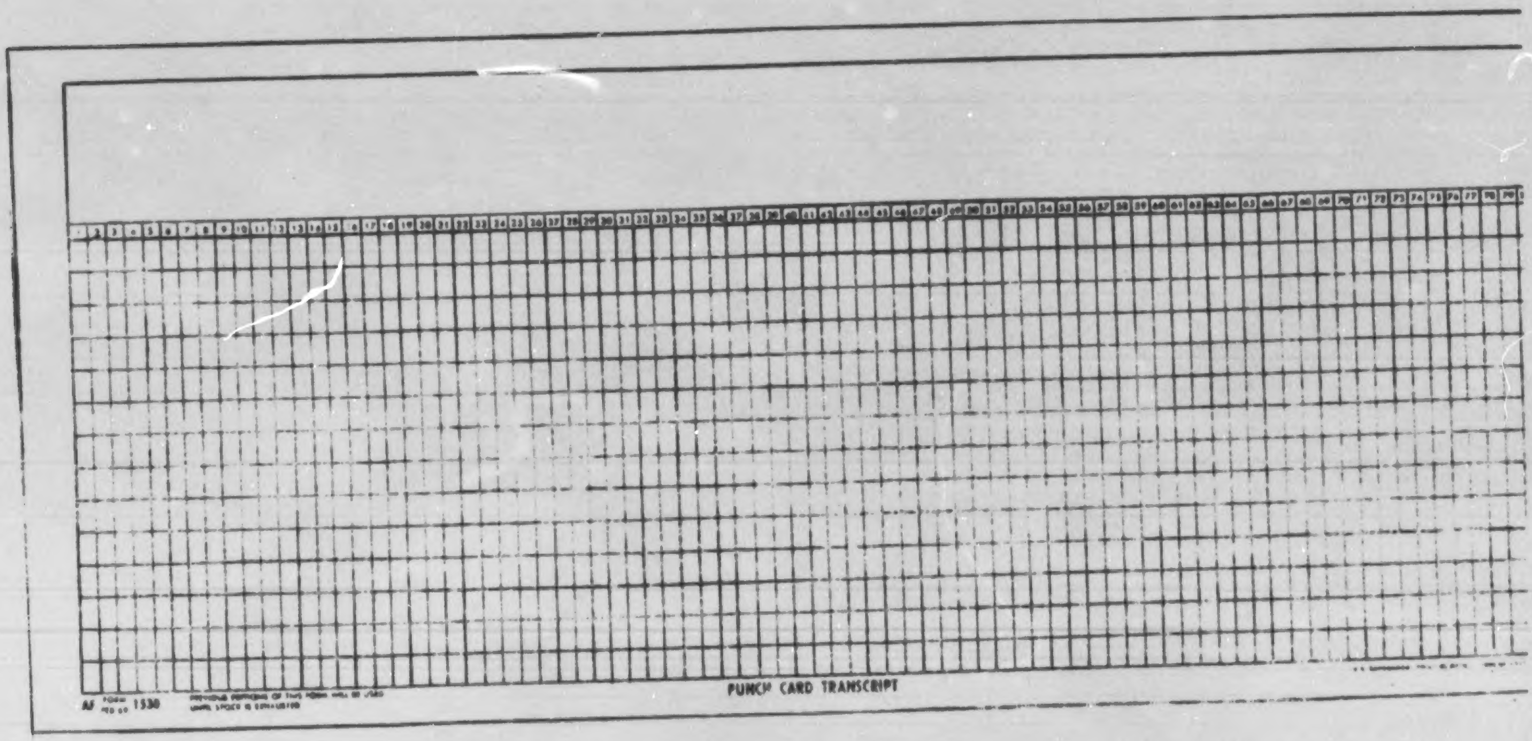
AF Form 1991



PUNCH CARD TRANSCRIPT

AF FORM 1530

AF Form 1530 (reduced)

60

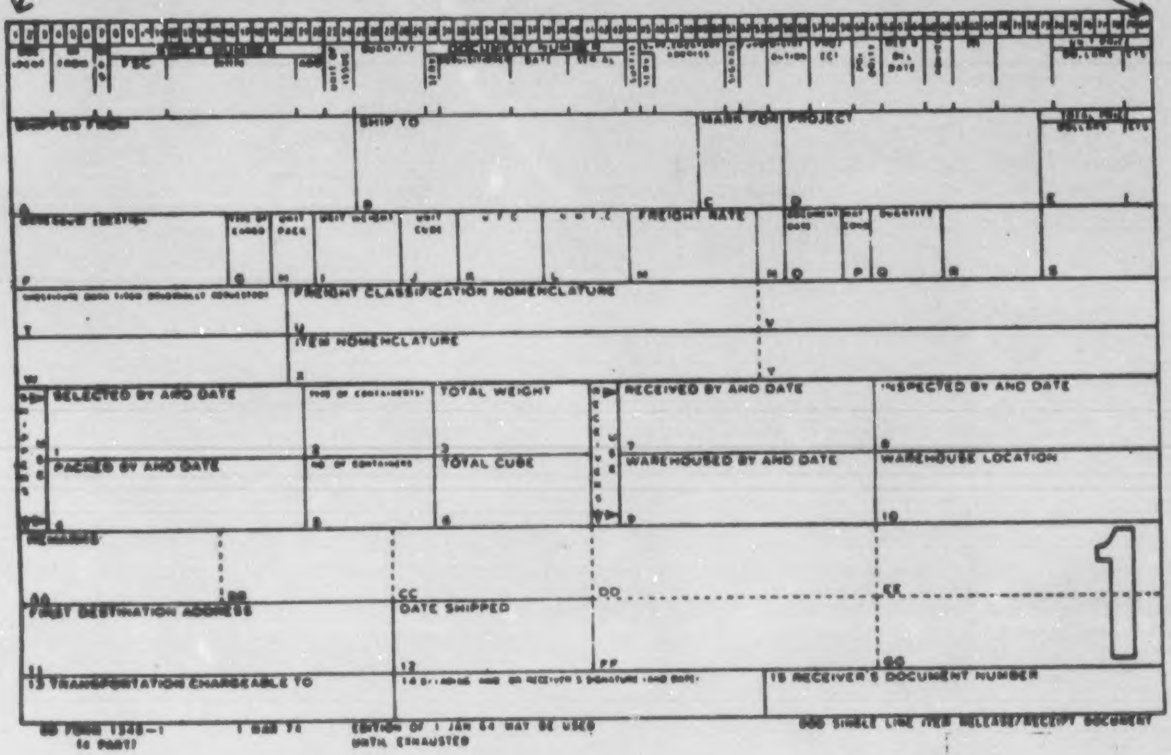
You don't have to worry about capital and lower case letters any longer. The remote prints only capital letters. The shift key is used only for typing the special characters located above the numbers on the keyboard. Another very important difference is that the alpha "O" and the numeric zero cannot be interchanged. The numeric zero is identified by a slash (Ø) on the input form and must be typed with the numeric key on the top row of keys. If you get these two mixed up, you will probably end up with a computer reject!

When you type the input message on the remote, it isn't being printed on ordinary typing paper. Instead, the remote is normally loaded with DD Form 1348-1. (In fact, in the practical lesson you will learn to load this form.) This is the most common output form in Base Supply operations. There is a sample DD 1348-1 shown on the following page. Notice that it is in an 80-card column format.

When the computer responds to your input, its message is printed a few lines lower on the form. When the response is completed, you will remove this form from the remote and use it as an external record of the transaction. (Remember, you learned about external records in Block I.) As you have learned, the computer will keep an internal record.

card column 1

card column 80



FSC

SHIPPED FROM

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PROJECT

FREIGHT RATE

QUANTITY

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE

SELECTED BY AND DATE

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RECEIVED BY AND DATE

INSPECTED BY AND DATE

PACKED BY AND DATE

TOTAL CUBE

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS

FIRST DESTINATION ADDRESS

DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

1

DD FORM 1348-1 (6 PART) 1 MAR 74

EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

You will be learning the procedures for inputting information and loading and removing forms in the second part of the lesson. But before we go any further, see how well you understand what has been covered so far by writing short answers to the following questions.

Q1. Explain the name of the Remote Keyboard Printer.

Q2. How can you tell when the remote is in-line with the computer?

Q3. What is the difference between being in-line and off-line with the computer?

Q4. Why is the remote said to provide two-way communication with the computer?

Q5. What is the difference between the alpha and numeric Os, and why is this difference important?

Q6. What are the input forms used for?

Q7. Why is the DD Form 1348-1 loaded in the remote called an output form?

OFF-LINE OPERATIONS

When the remote is not in-line, obviously it is off-line. In other words, it may not send or receive messages from the computer. When it is off-line, it is somewhat like a normal typewriter, and is said to be in the local mode (you can only use it locally). Chances are you won't be using it much in this mode, but the simple maintenance functions you will learn about must be done while the computer is off-line.

Why? Mostly as a safety feature. Remember, the remote can receive messages from the computer any time it is in-line. You wouldn't want to be in the middle of loading forms or changing a ribbon when it starts typing a message. You, the remote, or both could be harmed. So be careful, and make sure you put the remote in the local mode before starting any maintenance activities.

Simple maintenance on the remote consists of three tasks: (1) loading DD Forms 1348-1 into the remote; (2) changing the ribbon; and (3) cleaning the type box. The practical lesson will teach you the step-by-step procedures for performing these tasks, but let's discuss them briefly first.

Loading the 1348-1s into the remote is as important as loading paper into a typewriter. Loading forms must be done off-line to prevent the computer from sending messages when there is no paper on which to receive and record them.

When the typing is light and difficult to read, this means that the ribbon needs to be changed. This is similar to changing the ribbon on a typewriter. It involves either installing a new one, or turning the old one upside down. (Since the remote types on only half the ribbon at a time, turning it upside down by reversing the spools sometimes provides "new" ink.)

A type box is what the remote uses to create the different characters. It is similar in principle to the type ball or font used by newer typewriters. The type box needs to be cleaned when the typing on the DD Form 1348-1 is smudged or blurred. Clean, clear print is especially evident on the carbon copies of the 1348-1 when the characters in the type box are clean. In the practical lesson you won't be actually cleaning the type box, but you will learn how to remove it and put it back in place.

In the off-line (local) mode, the remote can be used for straight typing. However, keep in mind that it is different from a typewriter. For example, on the remote you cannot backspace, you can type only capital letters, and zeros are printed with slashes.

One final point before we come to the questions concerning off-line operations. If you go to the remote to make an input and discover jammed paper forms, a twisted ribbon, or other obvious troubles, put the remote in the local or off-line mode. Then you can correct the problem or seek help. A remote should not remain in-line if, for any reason, it is unable to clearly print an output message on a clean DD Form 1348-1.

Now let's see how well you understand off-line operations by writing short responses to the following questions:

Q8. What must you do before beginning any of the simple maintenance tasks?

Q9. How do you know when the ribbon on a remote needs to be changed?

Q10. How do you know when the type box needs to be cleaned?

Q11. What should you do if you find the forms on the remote jammed or the ribbon twisted?

When you feel confident about the materials presented in this lesson, ask your instructor for the lesson appraisal.

REMOTE KEYBOARD PRINTER OPERATIONS, PART ONE

Block Two, Lesson One

Answers to Questions in the Text

Q1. It is located away from the main computer, so it is remote, and it is a printer with a keyboard.

Q2. It is in-line when it is making the periodic clicking noise called polling.

Q3. When the remote is in-line, communication is open with the computer; you can send and receive messages. When the remote is off-line, there is no communication with the computer.

Q4. Because it both sends (input) and receives (output) messages.

Q5. The Alpha "O" is printed normally, while the numeric zero is slashed (0). Mixing these two will normally cause a computer reject.

Q6. They contain the messages that are to be input.

Q7. Because the output from the computer is printed on it.

Q8. Make sure the remote is in the local mode.

Q9. When the typing is light and difficult to read.

Q10. When the typing is smudged or blurred.

Q11. Put the remote in the local mode and either correct the problem or seek help.

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PROGRAMMED TEXT

002-02-03-01

Technical Training

Materiel Facilities Specialist

026 KEYPUNCH MACHINE, PART ONE

March 1978

LOWRY TECHNICAL TRAINING CENTER
3440th Technical Training Group
Lowry Air Force Base, Colorado

Designed for ATC Course Use

DO NOT USE ON THE JOB

Supply Training Branch
Lowry Air Force Base, Colorado

PT G3ABR64531 000
March 1978

026 KEYPUNCH MACHINE, PART ONE

SCOPE

As you learned in Block I, inputs to the Base Supply computer may be accomplished with a keyboard device (such as the Remote Keyboard Printer covered in lessons one and two of this block), or through card reading devices (such as the Remote Card Reader covered in lesson five.) Either way, the inputs are transmitted to the computer through electrical impulses. When a card reading device is used, the small rectangular holes in the Punch Card Accounting Machine (PCAM) cards are translated into specific electrical impulses. These holes must always be the same size and must be punched in specific areas of the card to accurately represent an alphabetic or numeric character. The 026 Keypunch Machine was developed for punching these small holes. And that's what you're going to learn about in this lesson. Lesson four will give you practice in the actual step-by-step procedures for operating the machine.

OBJECTIVE

Your objective in completing this lesson is to complete statements about the operation of the 026 Keypunch Machine and place those concerning the procedural steps in proper sequence.

DIRECTIONS

To complete this lesson you will need this text, a supplement, a sheet of scratch paper, and AIS Module Test Form 2. Answer the

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Supersedes IT 002-04-07-01, October 1975.

questions in the text on the scratch paper. A key to the correct answers is available at the instructor station. Use it to check your work.

Have you ever taken a close look at your Air Force paycheck and seen the small rectangular holes punched in the check? Have you ever wondered how the holes were punched in the check and what the holes represent? The check you receive and the PCAM cards used for updating the Base Supply computer records are the same in design and size. The only difference between a paycheck and a PCAM card is the color. The holes punched in the paycheck and the holes punched in the PCAM card represent the same alphabetic or numeric characters.

Let's take a closer look at the PCAM card. Turn to figure 1 in the supplement and study the PCAM card shown there. The first thing you should notice is that it has 80 card columns. (You'll be seeing this 80-card column format many times!) A different character may be punched in each card column. The figure shows you the holes or combination of holes that represent the different numbers, letters, or special characters. Notice that numbers are identified by a single hole in a card column; alphabetic characters are identified by two keypunches in a single card column; and special characters, which aren't used very often, are identified by one, two, or three punches in a single card column. When keypunching, however, the operator is required only to press the key which represents the character desired. The Keypunch Machine will automatically produce the number of holes that represent the character.

If you worked long enough with PCAM cards, you would be able to interpret all the punched holes. It's not really something you must learn, however, because besides the punched holes, PCAM cards normally have their message printed across the top. And remember, you learned in Block I that cards without printing may be run through the interpreter, which will "interpret" the holes and print the message across the top.

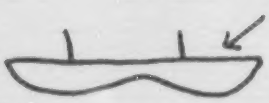
Now let's take a closer look at the Keypunch Machine. Turn to figure 2 in the supplement and study it for a few minutes. The areas that have been highlighted are the main ones you should recognize to operate the Keypunch Machine.

Just as you would expect, the first step in operating the Keypunch Machine is to turn the electric power on. This is accomplished by flipping the main line switch to the ON position, which is down. Refer to figure 3 for a closer look at this switch.

The next action that must be performed is to load the PCAM cards in the card hopper. Figure 3 shows you that the card hopper is on the upper right-hand side of the machine. The cards are placed upright in the hopper, with the print side facing you. A pressure plate is located behind the PCAM cards to insure that they remain upright and are fed evenly into the card bed below.

Once the machine is on and the cards have been loaded, the next step is to be sure that the control levers and switches are positioned the way you want them to be. Unless you are working under program control (which you won't be using in this course), the program control lever shown in figure 3 must be in the OFF position. Press the right side of the lever downward to insure that this is the case.

Example:



Press this side down

The functional control switches are shown in figure 4. These keys are in the OFF position when they are pulled back and in the ON position when they are pushed forward.

AUTO FEED means automatic feed. Putting this key in the ON position will insure that when the punching on a card is complete, a new PCAM card automatically feeds from the card hopper, and the card already in the hopper will be registered in the punching station. See figure 5 for an illustration of these parts.

AUTO SKIP AUTO DUP means automatic skip, automatic duplication. This key should be in the OFF position unless the Keypunch Machine is under program control.

PRINT controls the printing on the PCAM cards. When it is on, the printing appears at the top of the card as each character is punched. Each character prints directly above the card column punched. So, in other words, if you punch ISU in card columns 1, 2, and 3, the ISU will be printed directly above those three card columns. If the print switch is off, the holes will be punched anyway, but there will be no printing on the top of the card.

Before we go any further with this lesson, let's see how well you understand what has been covered so far. Write short responses to the following questions:

Q1. PCAM cards have a ______(60, 80, 100) card column format.

Q2. When punching an alpha character, how many keys must you press?

Q3. How should PCAM cards be placed in the hopper?

Q4. When you use the Keypunch Machine in this course, how should you position the program control lever?

So far so good. Now that you know how to get the machine ready, let's get down to punching cards. Figure 6 in the supplement is a chart of the keyboard. Look at it now. You'll notice that the layout of the characters is the same as what you would see on a typewriter.

Notice particularly those keys in the shaded portion of the chart. You can see that besides the alpha characters, these keys also have numbers printed on their upper half. How do you type a number? By hitting the NUM (numerical) shift key along with the appropriate number. (The same way you type a capital letter or special character on a typewriter.)

When you operate the Keypunch Machine, you normally will be following some type of 80-column format. This is to let you know what number or character should be placed in each card column of the card (which, remember, also has 80 columns). Other than the steps involved with moving the cards, the task is very much like typing. Let's take a look at the procedures.

You already know about turning the machine on, loading the cards, and setting the control levers. Now you must move the cards into position so they can be punched.

Refer back to figure 5 in the supplement. What you must do is move a card from the card hopper to the card bed and then to the punching station. This is done by first pressing the FEED key to move the card into the card bed, and then pressing the REG (register) key to get the card registered in the punching station. This is the procedure you should follow when a single card is being keypunched. When several cards require keypunching, a second card is fed into the card bed by pressing the FEED key. This action will automatically "register" the first card, so you don't have to press the REG key. (This same action will be accomplished automatically if you put the AUTO FEED button in the ON position.)

Once the PCAM card is registered, you simply press the desired alphabetic or numeric keys. Keep in mind that a card must always be registered before it can be punched.

As each key is pressed to punch a letter, number, or special character, the PCAM card is moved to the next card column. In punching cards you will follow an 80-column format and carefully punch the appropriate character in each card column. For example, if you were punching from the format printed on the next page, which, incidentally, is used to delete a warehouse location, you would punch an "F" in card column 1, a "C" in card column 2, an "S" in card column 3, hit the space bar for card columns 4, 5, 6, and 7, place a 5 in card column 8, and so on. (Remember, to punch a numeric character you must press the numeric shift as well as the appropriate character key.)

GENERAL PURPOSE CREATION								TO: ☐ KEYPUNCH ☐ REMOTE						FROM:					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
F	C	S					5	5	0	6	0	0	6	2	7	9	0	9	9
REMARKS																			
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
B	K																		
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
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61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80

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To help you keep track of card columns as they are punched, the Keypunch Machine has a card column indicator. Figure 7 in the supplement shows you where this indicator is located, and figure 8 shows you a closeup of it. This shot shows that the Keypunch Machine is ready to punch card column 1 (which is the number to the far left of the indicator.)

What happens if you've gone past a card column that you want to punch? Easy. You just press the backspace button. Figure 7 in the supplement shows you where this button is located. Just continue pressing it to go back as many card columns as you need.

When the last card column (cc 80) of the PCAM card passes through the punching station, the PCAM card is automatically released. Now you must press the register key (to register the card into the reading station), the release key, and the register key again to move the card into the card stacker. (See figure 9 in the supplement.) The card may be removed once it reaches the card stacker.

These, then, are the basic procedures for processing a single PCAM card through the Keypunch Machine. You will be practicing this task in the second lesson on the machine. Right now let's see how well you understand what has been covered so far by writing short responses to the following questions.

Q5. What is the procedure for producing a numeric character on a PCAM card?

Q6. What two keys must be pressed to move a card from the hopper to the punching station?

Q7. What is the purpose of the card column indicator?

Q8. How is a PCAM card removed from the machine?

There are several other procedures you should become familiar with before you are ready to actually work with the keypunch.

Sometimes you may want to duplicate a card which has already been punched. This is easy to do! The DUP (which stands for duplicate) key is used to accomplish this action. Refer back to figure 6 in the supplement. Do you see the DUP key? It is about in the middle in the top row of keys.

Now, how do we go about duplicating a card? The card that you want to copy must be registered in the reading station (see figure 9), and the blank card must be registered in the punching station. That makes sense because the Keypunch Machine must "read" the card that has already been punched and interpret the information so it can punch it on the new card.

Figures 10 and 11 in the supplement show the cards placed in the appropriate positions for duplicating action. Remember, as always, the cards must be registered before anything happens, so after you have the cards in place, you must press the register key.

Then, all you have to do is press the DUP key until the card has been copied. You can move both cards to the card stacker by alternately pressing the REG key and the REL key.

Another situation that could occur is that you need to add information to a card that has already been punched. Say, for example, when you were typing the message on page 7 of this lesson, you forgot to put the asterisk in card column 41. Instead of repunching the entire card, you can save a lot of time by simply typing the missing character on the card that has already been punched. All you need to do is manually place the punched card in the card bed and register it into the punching station.

Once the card is registered in the punching station, the space bar is pressed until the card column indicator shows the specific card column that requires the additional keypunch action.

When the necessary keypunching has been completed, the card is removed from the punching station by pressing the REL key, REG key, REL key and REG key once again. This will move the card to the card stacker, and then it may be removed from the machine.

Now, what if you need to change instead of add information to a card that has already been punched? This will require inserting two cards into the machine. The prepunched card must be inserted into the reading station, and a blank PCAM card must be placed in the card bed.

The keypunched PCAM card is placed in the reading station just as it was for normal duplicating action. The new card is positioned in the card bed. Then both cards must be registered. Now you can duplicate the first card up to the column where the incorrect information is contained. Then just type in the correction and duplicate the rest of the card. You can see how duplicating valid information from a prepunched card eliminates the possibility of making another error while correcting the first error. Once all the necessary keypunching and duplicating is accomplished, both cards are moved to the card stacker by alternately pressing the REG and the REL keys.

Q9. Review the procedures for operating the Keypunch Machine by completing the following statements on a sheet of scratch paper. Then indicate the order that you feel best describes the operating procedures you have studied. (You may find this list helpful in completing your next lesson on the keypunch!)

_______ Register the card in the punching station by pressing the _____________ key.

_______ To have the message printed on the card, turn the __________ switch on.

_______ Return to a previous column on the card by pressing the ___________ key.

______ The first step is to turn the ________ switch ________.

______ To punch a number on the card, press the ________key along with the appropriate numeric key.

______ Place the cards in the hopper _______ with the print side ______________.

______ Move the card to the card stacker by ______________________.

______ Move a card into the card bed by pressing the ________ key.

See how well you understand the additional procedures covered in the lesson by writing short responses to the following:

Q10. To duplicate a card, the punched card must be registered in the ____________ station and the new PCAM card must be registered in the ________________ station.

Q11. To add a character to a punched card, the card must be registered ______________________.

Q12. What is the most efficient way to change information on a keypunched card?

SUMMARY

PCAM cards contain 80 columns. Rectangular holes are punched in the card columns to represent a numeric, alphabetic, or special character. These cards are used to make speedy inputs to the computer, and are punched by the 026 Keypunch Machine.

The PCAM cards are placed in the card hopper to insure a steady flow of cards for keypunch action. The main power switch must be turned on and the functional switches adjusted before keypunch action begins.

Cards may be moved from the card hopper to the card bed by pressing the FEED key. When the FEED key is pressed a second time, a second card is fed into the card bed, and the first card is automatically registered for keypunch action.

Keypunching is accomplished by using the keyboard, which is similar in setup to a typewriter. On the keypunch, however, numbers are mixed in with the alpha keys, and can be produced only by pressing the shift key at the same time as the desired number is pressed.

The holes are punched in the PCAM card when the card is in the punching station. The card is automatically released when card column 80 passes through this station. The completed card moves from the punching station through the reading station enroute to the card stacker. While the card is in the reading station, the information may be duplicated onto a new PCAM card by pressing the DUP key.

A backspace key is available for the return of the card to a specific card column. To identify the card column to be punched next, the card column indicator is used. The space bar is used to move a card through the punching station without punching a hole in the card. Once the card is finished, it is moved to the card stacker.

When you feel confident about the material presented in this lesson, ask your instructor for the lesson appraisal.

'14

026 KEYPUNCH MACHINE, PART ONE

Block Two, Lesson Three

Answers to Questions in the Text

Q1. 80

Q2. One

Q3. Upright, with the print side facing the operator.

Q4. It should be in the OFF position.

Q5. Pressing the NUM Shift key and the appropriate numeric key.

Q6. The FEED key and the REG key.

Q7. To indicate the next card column to be punched.

Q8. Alternately pressing the REG key and the REL key will move it to the card stacker, where it may be removed.

Q9.

5 Register the card in the punching station by pressing the REG key.

3 To have the message printed on the card, turn the print switch on.

7 Return to a previous column on the card by pressing the backspace key.

1 The first step is to turn the mainline switch on.

6 To punch a number on the card, press the NUM Shift key along with the appropriate numeric key.

2 Place cards in the hopper upright with the print side facing the operator.

8 Move the card to the card stacker by alternately pressing the REG and the REL keys.

4 Move a card into the card bed by pressing the FEED key.

Q10. reading, punching

Q11. In the punching station.

Q12. Duplicate it up to the card column with incorrect information, type the new entry, then duplicate the rest of the card.

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SUPPLEMENT

002-02-03-01

Technical Training

Materiel Facilities Specialist

026 KEYPUNCH MACHINE

March 1978

LOWRY TECHNICAL TRAINING CENTER
3440th Technical Training Group
Lowry Air Force Base, Colorado

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DEPARTMENT OF THE AIR FORCE
3400th Technical Training Wing (ATC)
Lowry Air Force Base, Colorado 80230

SUP 002-02-03-01
March 1978

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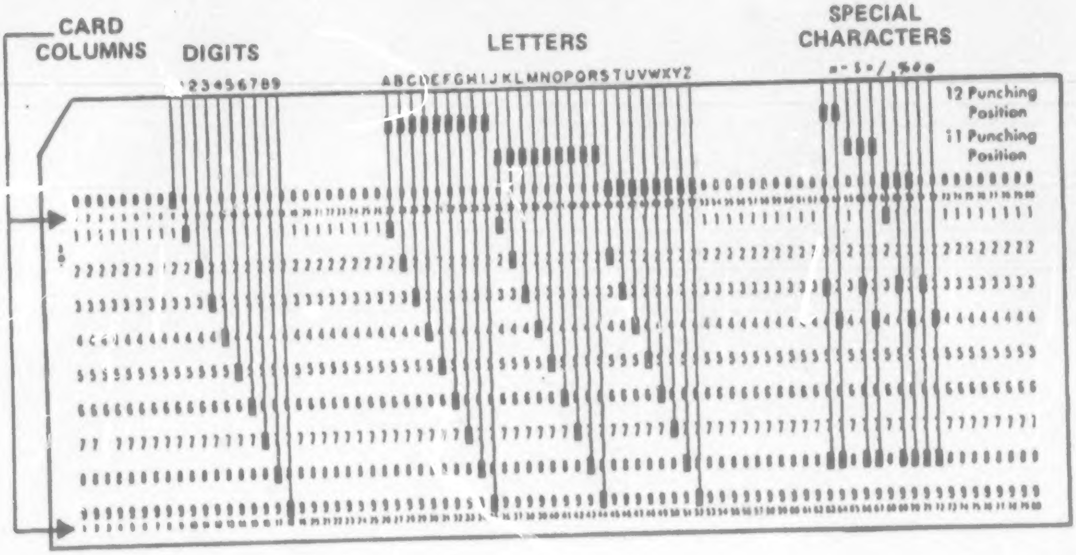
CARD COLUMNS
DIGITS
123456789
LETTERS
ABCDEFGHIJKLMNOPQRSTUVWXYZ
SPECIAL CHARACTERS
12 Punching Position
11 Punching Position

Figure 1. Punching Positions

82

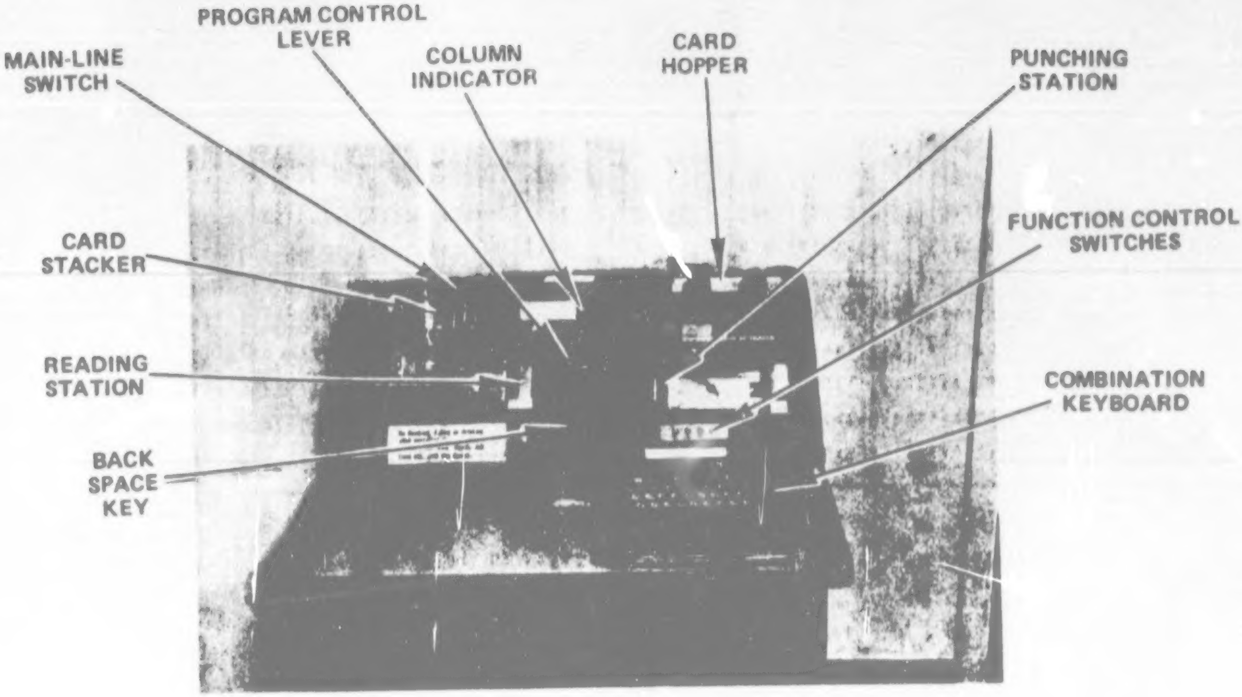
PROGRAM CONTROL LEVER
MAIN-LINE SWITCH
COLUMN INDICATOR
CARD HOPPER
PUNCHING STATION
FUNCTION CONTROL SWITCHES
CARD STACKER
READING STATION
COMBINATION KEYBOARD
BACK SPACE KEY

Figure 2. Keypunch Machine

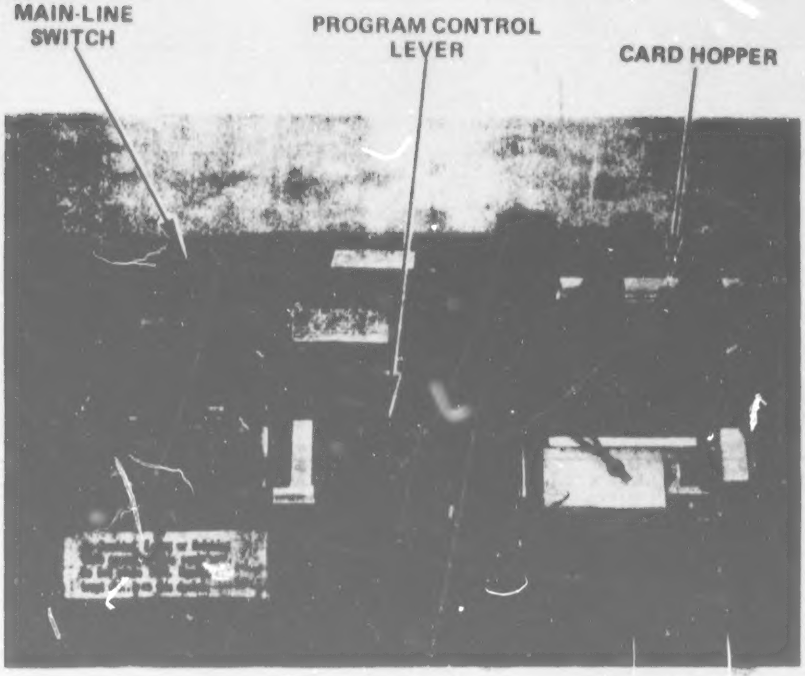
MAIN-LINE SWITCH
PROGRAM CONTROL LEVER
CARD HOPPER

Figure 3. Main Line Switch, Program Control Lever, and Card Hopper

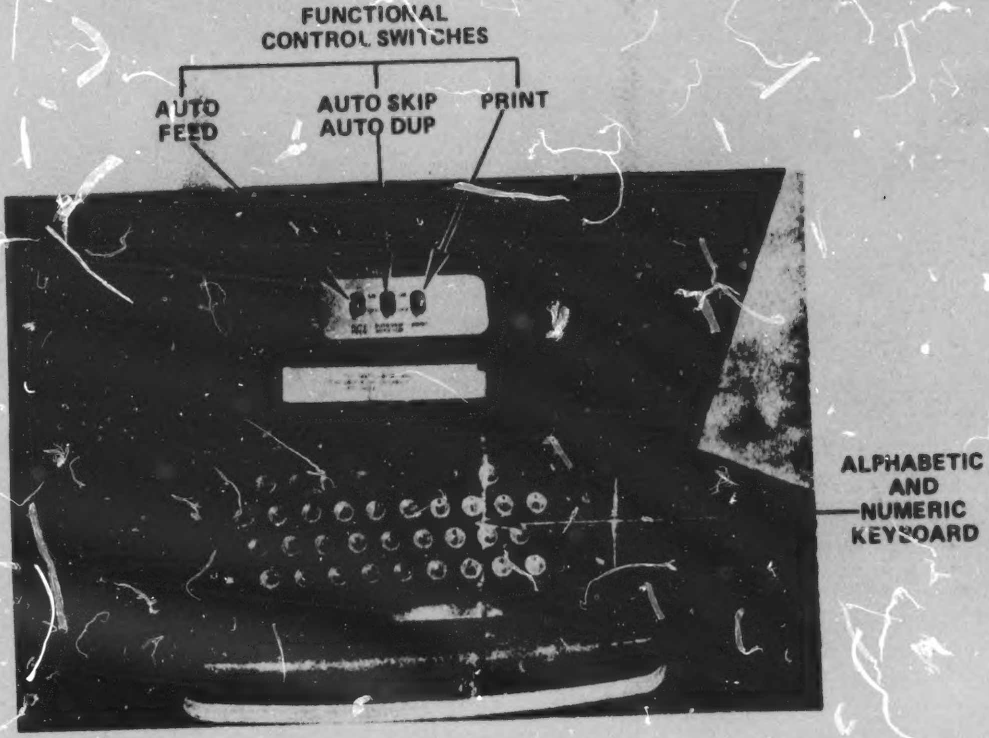
FUNCTIONAL CONTROL SWITCHES
AUTO FEED
AUTO SKIP AUTO DUP
PRINT
ALPHABETIC AND NUMERIC KEYBOARD

Figure 4. Keyboard and Functional Control Switches

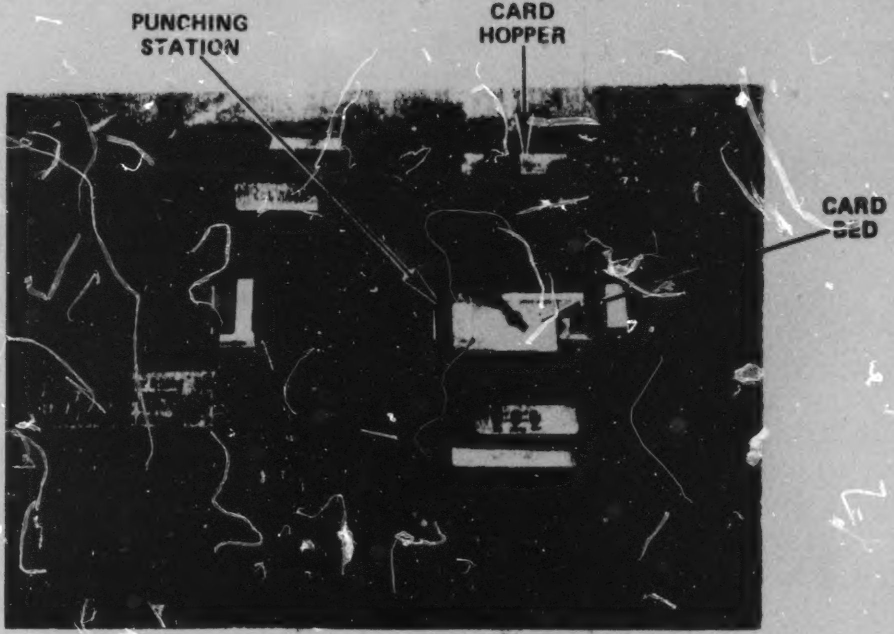
PUNCHING STATION
CARD HOPPER
CARD BED

Figure 5. Card Hopper, Punching Station, and Card Bed

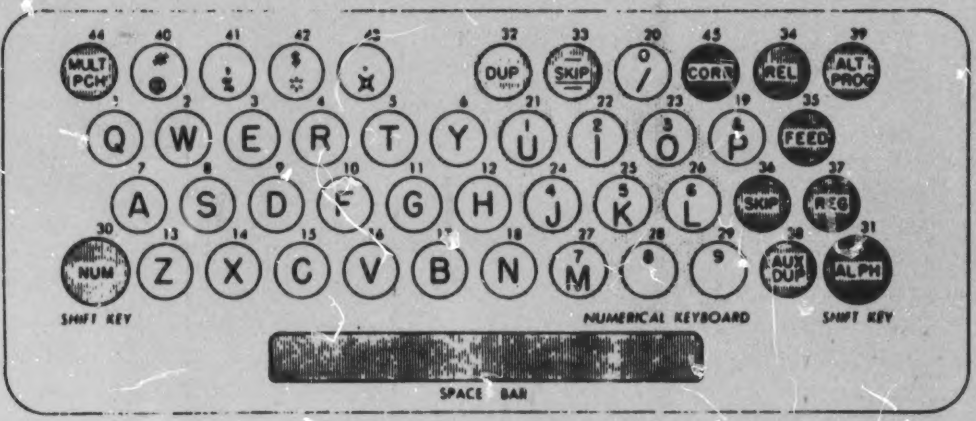
44 MULT PCH
40 # @
41 ; %
42 $ *
43 , ¤
32 DUP
33 SKIP
20 0 /
45 CORR
34 REL
39 ALT PROG
1 Q
2 W
3 E
4 R
5 T
6 Y
21 1 U
22 2 I
23 3 O
19 & P
35 FEED
7 A
8 S
9 D
10 F
11 G
12 H
24 4 J
25 5 K
26 6 L
36 SKIP
37 REG
30 NUM
13 Z
14 X
15 C
16 V
17 B
18 N
27 7 M
28 8
29 9
38 AUX DUP
31 ALPH
SHIFT KEY
NUMERICAL KEYBOARD
SHIFT KEY
SPACE BAR

Figure 6. Keyboard Chart

81

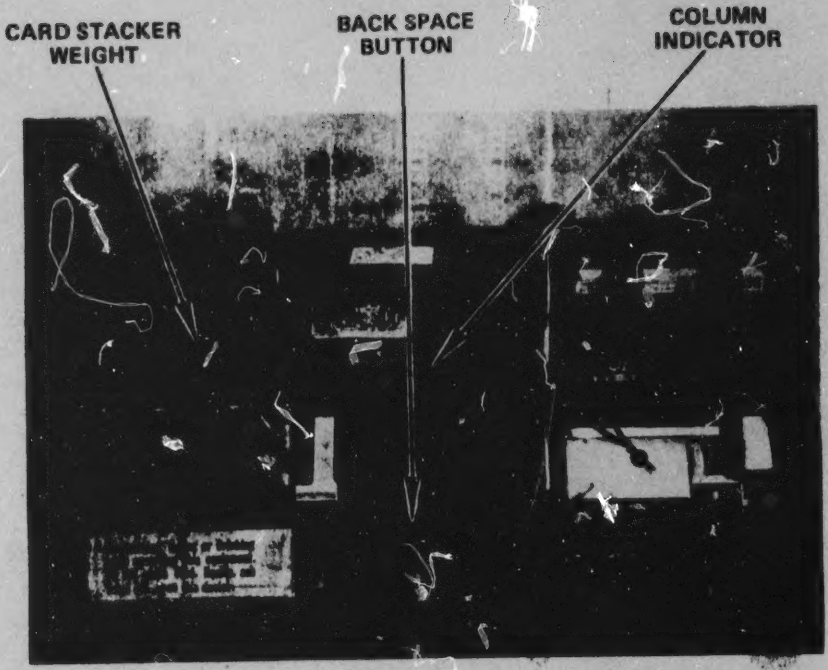
CARD STACKER WEIGHT
BACK SPACE BUTTON
COLUMN INDICATOR

Figure 7. Card Stacker Weight, Backspace Key and Column Indicator

88

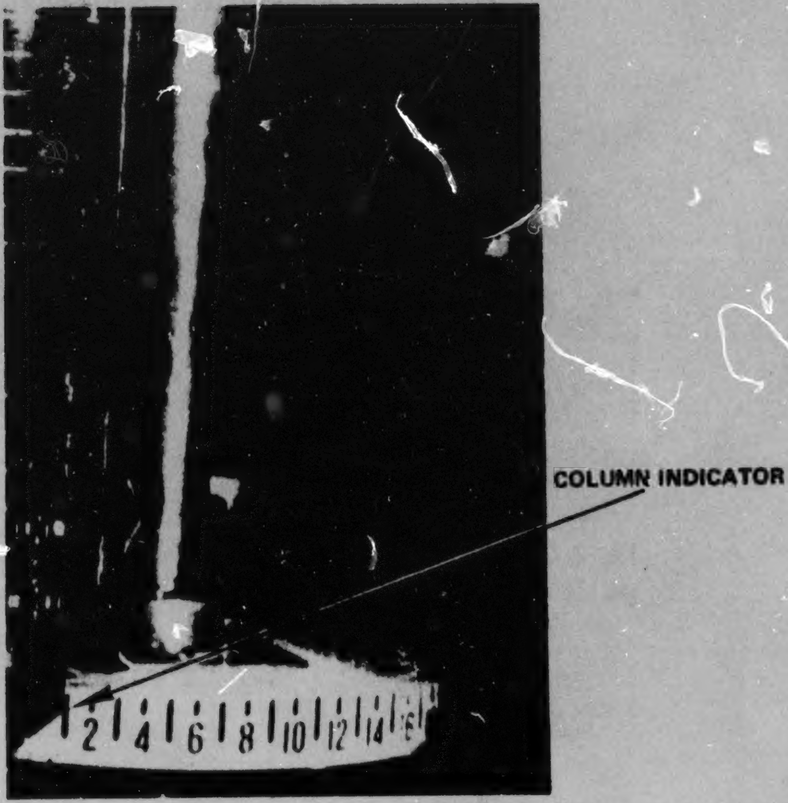
COLUMN INDICATOR
2
4
6
8
10
12
14

Figure 8. Column Indicator

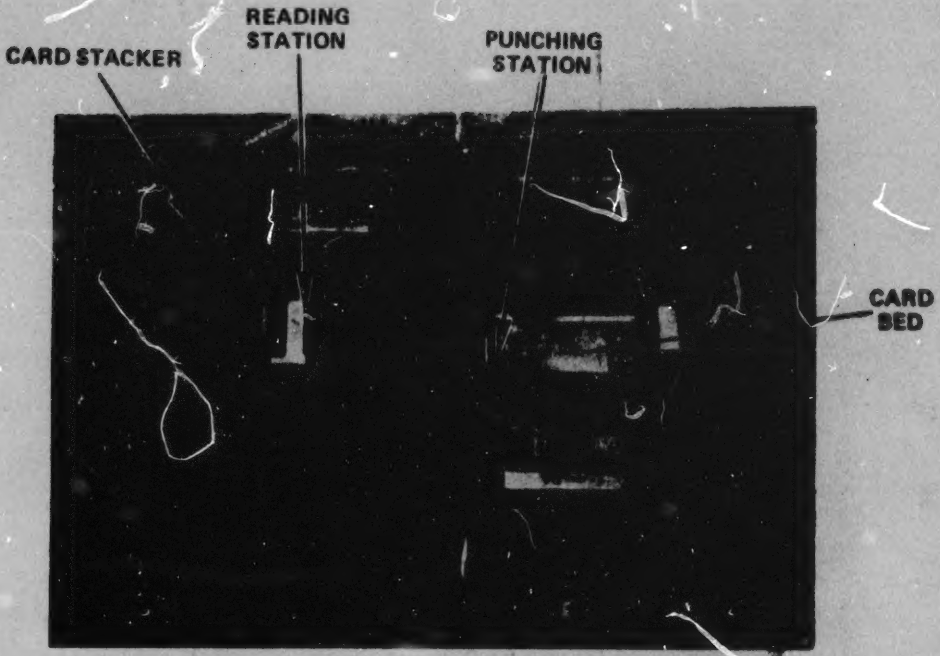
CARD STACKER
READING STATION
PUNCHING STATION
CARD BED

Figure 9. Reading and Punching Station

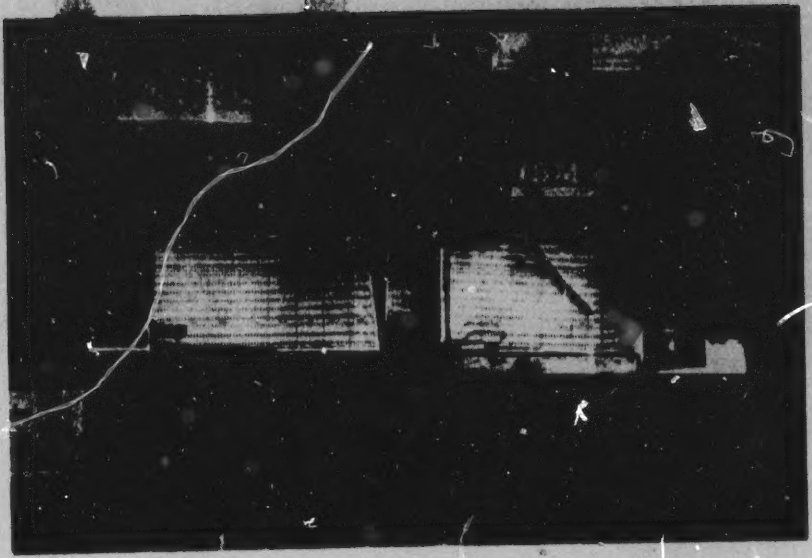

Figure 10. Cards Positioned in the Reading and Punching Stations

41

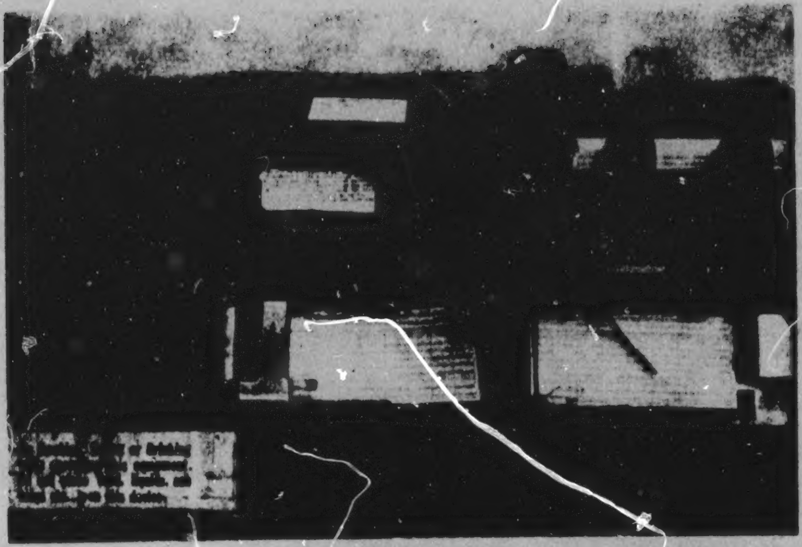

Figure 11. Cards Ready for Duplicating Action

92

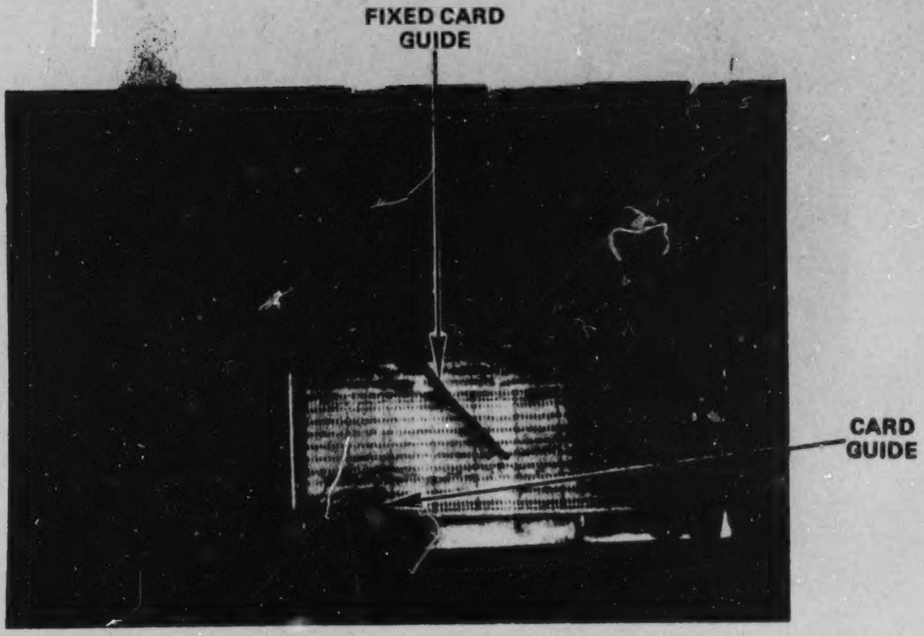
FIXED CARD GUIDE
CARD GUIDE

Figure 12. Manually Inserting PCAM Card in Card Bed

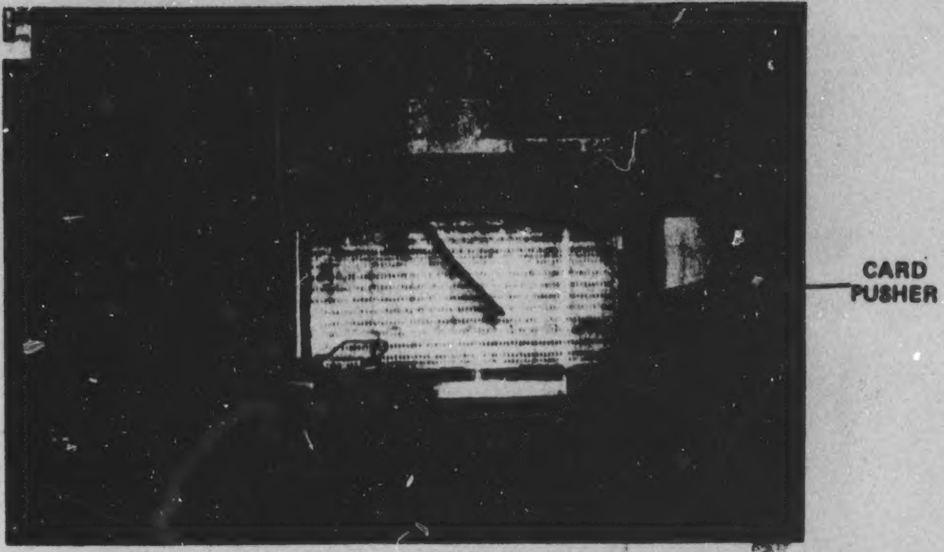
CARD PUSHER

Figure 13. Card Positioned In Front of the Card Pusher

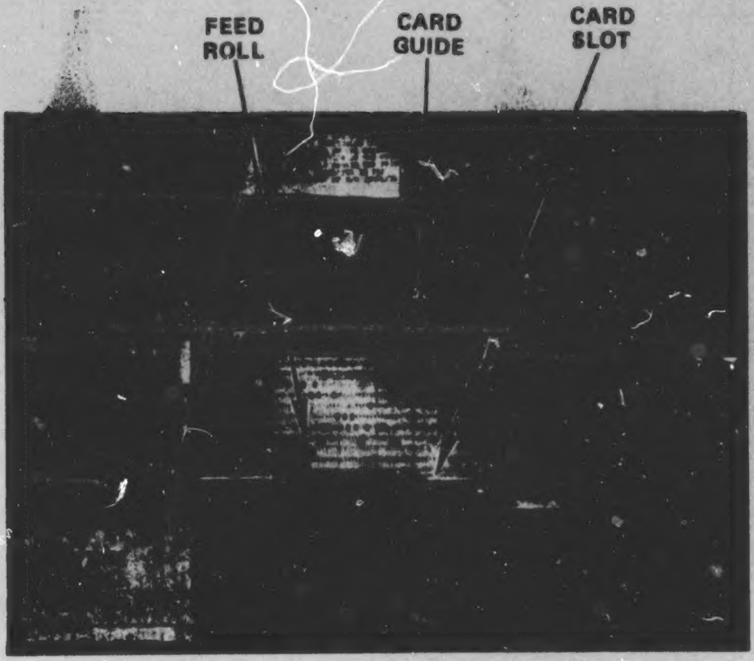
FEED ROLL
CARD GUIDE
CARD SLOT

Figure 14. Card Positioned in the Card Reader

WORKBOOK 95

002-02-04-01

Technical Training

Materiel Facilities Specialist

026 KEYPUNCH MACHINE, PART TWO

MARCH 1978

LOWRY TECHNICAL TRAINING CENTER
3440th Technical Training Group
Lowry Air Force Base, Colorado

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Supply Training Branch
Lowry Air Force Base, Colorado

WB G3ABR64531 000
March 1978

026 KEYPUNCH MACHINE, PART TWO

SCOPE

You learned about the keypunch machine in lesson three; it is now time to apply what you have learned to the actual machine. You will punch PCAM cards using the techniques necessary to produce both alpha and numeric characters. You will also apply techniques to duplicate portions of previously punched cards and then insert new or changed data. Remember, when you have learned these techniques you will possess the basic principles required for making this machine work for you. If at any time you become confused, ask your instructor for assistance.

The following problems will teach you how to keypunch PCAM cards following specific instructions. Follow the steps in each problem as they are presented. This workbook consists of three problems. The first two problems contain step-by-step instructions. In the final problem you will be placed on your own so that your instructor can evaluate your understanding of the operation of the keypunch machine. Remember, if you have trouble, ask your instructor for assistance.

OBJECTIVE

Correctly keypunch and duplicate the required PCAM cards by following the given instructions and using the data required for each problem.

PROBLEM ONE

In this problem you will be required to transfer the data from the AF Form 1991 in figure 1 to a blank PCAM card by using the 026 Keypunch Machine.

Step 1. Turn the Keypunch Machine on by placing the main line switch in the on position. This switch is located in the upper left hand corner of the machine.

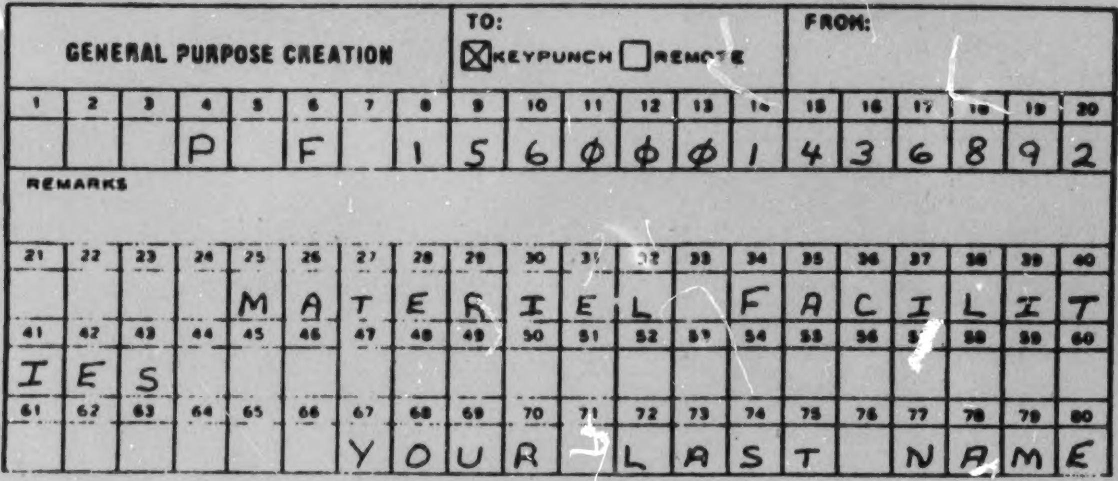
Supersedes WB 001-04-08-01 dated October 75.

Step 2. This step involves loading blank PCAM cards into the card hopper. The card hopper is located on the top right side of the machine. Locate the card hopper now and insure that it contains at least five blank PCAM cards. If it does not, contact your instructor to acquire the necessary blank cards.

Step 3. Turn the functional print switch to the "on" position. This switch is located immediately above the keyboard. This step allows you to quality check each character as you punch it because the machine will also print the character across the top of the card at the same time as it punches the corresponding holes in the card.

Step 4. Press the FEED key. The FEED key is located on the right side of the keyboard. This key moves the card from the card hopper to the card bed.

Step 5. Press the REG (register) key. The REG key is located immediately below the FEED key. This key registers the card into the punching station so that the punching process may begin.



GENERAL PURPOSE CREATION								TO: ☒ KEYPUNCH ☐ REMOTE						FROM:					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
			P		F		1	5	6	0	0	0	1	4	3	6	8	9	2
REMARKS																			
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
				M	A	T	E	R	I	E	L		F	A	C	I	L	I	T
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
I	E	S																	
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
						Y	O	U	R		L	A	S	T		N	A	M	E

Figure 1

Step 6. Your card is now registered into the punching station and ready to be punched. Refer to the information entered on the AF Form 1991 located in figure 1. Notice that the AF Form 1991 has 80 card columns. The PCAM card has the same number of columns. It is very important that the data is transferred to the matching card column on the PCAM card.

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Step 7. Locate the card column indicator. It is visible through the small opening in the top middle portion of the keypunch machine. This indicator (the black metal pointer) identifies the "next" card column to be punched. Notice that even numbered card columns are identified by their appropriate number and odd numbered card columns are identified by a longer vertical line.

Step 8. Again refer to figure 1 as you are now ready to begin punching the data onto the blank card.

Step 9. Strike the space bar until the card column indicator shows that you are ready to punch card column 4. Enter the alpha character P.

Step 10. Strike the space bar until the card column indicator shows that you are ready to punch card column 6. Enter the alpha character F.

Step 11. Strike the space bar until the card column indicator shows that you are ready to punch card column 8. Punch the appropriate numeric characters in columns 8 through 20. Remember, when you punch numeric characters you must depress the numeric shift key at the same time.

Step 12. Strike the space bar until the card column indicator shows that you are ready to punch card column 25. Punch the appropriate keys to enter the data in card columns 25 through 32.

Step 13. Strike the space bar until the card column indicator shows that you are ready to punch card column 34. Punch the appropriate keys to enter the data in card columns 34 through 43.

Step 14. Strike the space bar until the card column indicator shows that you are ready to punch card column 67. Enter your own last name.

Step 15. You have now finished punching the required entries on the PCAM card. The next procedure is to move the completed card to the card stacker. The card stacker is located on the top left side of the keypunch machine. As the card proceeds to the card stacker it will move through the reading station.

Step 16. Press the REL key to allow the card to clear the punching station.

Step 17. Press the REG key to register the card into the reading station. Pay close attention to the location of the reading station; you will be required to know its location in a later problem.

Step 18. The card is now registered into the reading station. Since the reading station is used for duplicating and duplication is not part of this problem, you must clear the card from the reading station by pressing the REL key.

Step 19. The final step is to press the REG key to move the card to the card stacker. Remove your card and compare it with the example shown below in figure 2. They should be exactly the same. If they are not, ask your instructor if he wants you to repeat the problem.

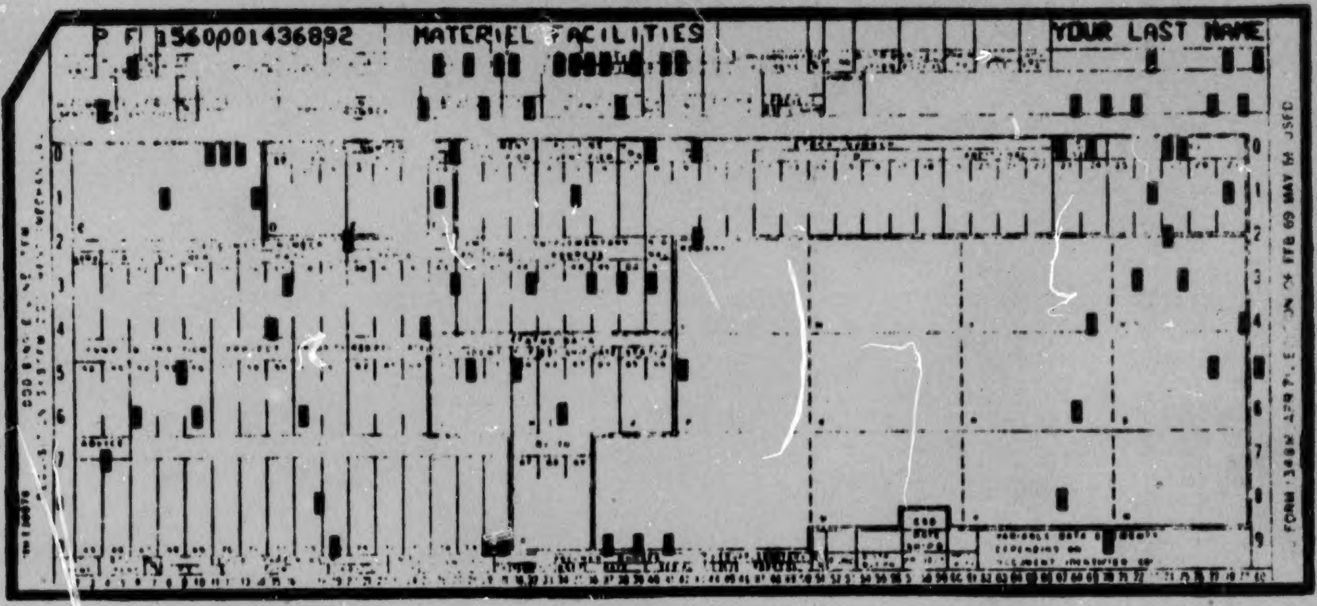


Figure 2

PROBLEM TWO

In this problem you will be required to keypunch data onto a blank PCAM card. Then you will duplicate this card and enter the additional data required.

Step 1. Refer to the AF Form 1991 in figure 3, and keypunch the required data onto a blank PCAM card. If you have problems or do not remember the steps required, refer back to problem one for the step-by-step procedures.

GENERAL PURPOSE CREATION								TO: ☒ KEYPUNCH ☐ REMOTE						FROM:					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
A	F	S	C			M	A	T	E	R	I	E	L		F	A	C	I	L
REMARKS																			
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
I	T	I	E	S		H	E	L	P	E	R								
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80

Figure 3

Step 2. After punching the required data from figure 3 onto the card, press the REL key to release the card from the punching station.

Step 3. Press the FEED key. This will cause the punched PCAM card to be registered into the reading station and a new blank PCAM card to move from the card hopper into the card bed.

Step 4. Before you can duplicate anything from the card in the reading station you must register the new card into the punching station. Press the REG key to register the blank card into the punching station.

Step 5. Now that both PCAM cards are registered, you are ready to duplicate the required information. The DUP (duplicate) key is located in the middle of the machine. See if you can find it now.

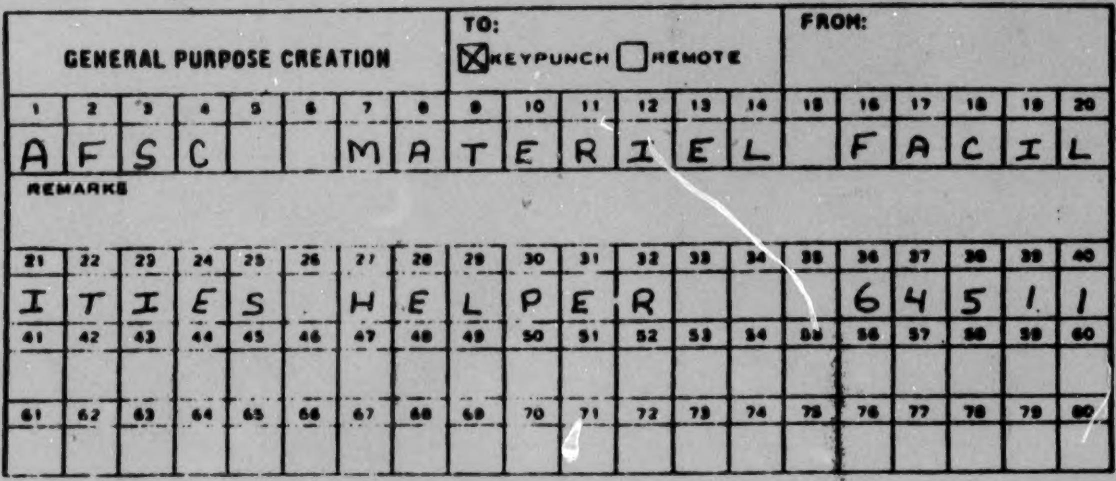
Step 6. Refer to figure 4 and locate the additional data you must enter on the card. (It is in card columns 36 through 40.)

Step 7. When duplicating you can hold the DUP key down to duplicate in a continuous mode. A word of caution, however: release the DUP key a couple of card columns early because it is easy to pass the coulmn you want. Then press the DUP key one column at a time until you reach the desired column. In this problem there are no changes to be made or additional data to be entered in card columns 1 through 35. Press the DUP key until the card column indicator shows that you are ready to punch column 36.

Step 8. Now keypunch the additional data in card columns 36 through 40. Remember, when punching numeric characters you must press the numeric shift key.

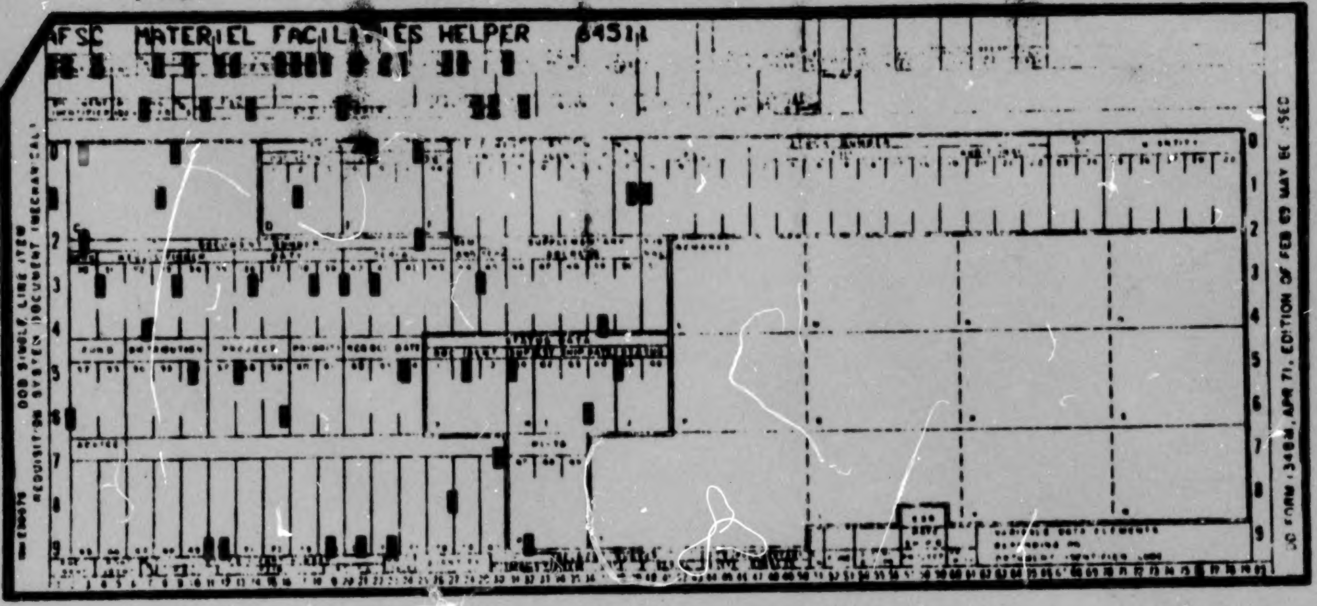
Step 9. You are now ready to move both cards to the card stacker. This is accomplished by pushing the REL key, then the REG key, then the REL key and then the REG key again. Both cards should now be located in the card stacker.

Step 10. Complete this problem by comparing the duplicated card with the card in figure 5. If they are not exactly the same, contact your instructor to see if he wants you to repeat this problem.



GENERAL PURPOSE CREATION								TO: ☒ KEYPUNCH ☐ REMOTE						FROM:					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
A	F	S	C			M	A	T	E	R	I	E	L		F	A	C	I	L
REMARKS																			
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
I	T	I	E	S		H	E	L	P	E	R				6	4	5	1	1
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80

Figure 4



AFSC MATERIEL FACILITIES HELPER 64511

Figure 5

PROBLEM THREE

This problem is designed to give your instructor a chance to evaluate your performance on the 026 Keypunch Machine. This problem has two parts. First, you will be required to keypunch a PCAM card with the data contained in figure 6. Then you will duplicate portions of the card and enter the corrections and additional data from figure 7.

GENERAL PURPOSE CREATION

TO: ☒ KEYPUNCH ☐ REMOTE

FROM:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
						A	F	R		6	7		1						
REMARKS																			
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
U	S	A	F			S	U	P	P	L	Y			M	A	N	U	A	L
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80

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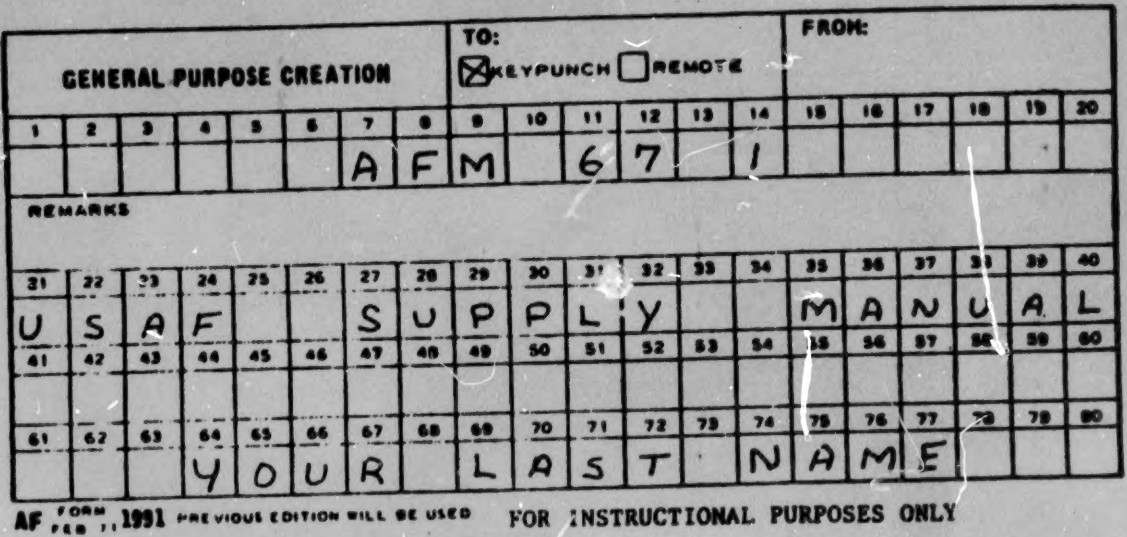
Figure 6

Step 1. Refer to figure 6 and keypunch this data on a blank PCAM card.

Step 2. Refer to figure 7 and identify the change that you must make and the additional data that must be entered.



GENERAL PURPOSE CREATION

TO: ☒ KEYPUNCH ☐ REMOTE

FROM:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
						A	F	M		6	7		1						

REMARKS

21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
U	S	A	F			S	U	P	P	L	Y			M	A	N	U	A	L
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
			Y	O	U	R		L	A	S	T		N	A	M	E			

AF FORM FEB 71 1991 PREVIOUS EDITION WILL BE USED FOR INSTRUCTIONAL PURPOSES ONLY

Figure 7

Step 3. Keypunch the new PCAM card by duplicating the applicable portions of the first card and making the necessary corrections and adding the additional information.

Step 4. Take both cards to your instructor for evaluation.

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ILLUSTRATED PROGRAMMED TEXT

002-02-05-02

Technical Training

Materiel Facilities Specialist

REMOTE CARD READER OPERATION

August 1977

3400TH TECHNICAL TRAINING WING

117 3400th Technical Training Group

Lowry Air Force Base, Colorado

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Supply Training Branch
Lowry Air Force Base, Colorado

IPT G3ABR64531 000
August 1977

REMOTE CARD READER OPERATION

SCOPE

The Remote Card Reader is an input device used in conjunction with the Remote Keyboard Printer. As you learned in Block I, it has the same capability as the Main Card Reader in the computer terminal room. It simply reads the holes punched in the PCAM cards and transmits this information to the computer. You won't find a Remote Card Reader with every Remote Keyboard Printer, however. The reader is used only where large quantities of PCAM cards are fed into the computer for processing. For example, the Receiving Section in Base Supply uses this device.

Why do we use the Remote Card Reader? Because it saves time and increases the accuracy of inputting transactions to the computer. As a Materiel Facilities Specialist, receipt due-in cards (which you will learn more about in the lesson on Receiving Procedures) are the main product you will input through this device. If you are assigned to the Receiving Section, part of your job might be to input cards through the Remote Card Reader.

OBJECTIVES

1. Process six punched cards through the Remote Card Reader while it is in-line with the computer.

DIRECTIONS

To complete this lesson you will need this illustrated text, AIS Module Test Form #2, a sheet of scratch paper, six punched PCAM Cards, and, later, the lesson appraisal. In the text you will find questions and exercises designed to help you study and understand the material covered. Respond to them on your sheet of scratch paper. A key to the correct answers is available at the instructor station. Use it to check your work. Be sure to ask your instructors for help with any portion of the lesson you don't understand.

002-02-05-02

Supersedes IT 002-04-10-01, 30 September 1976

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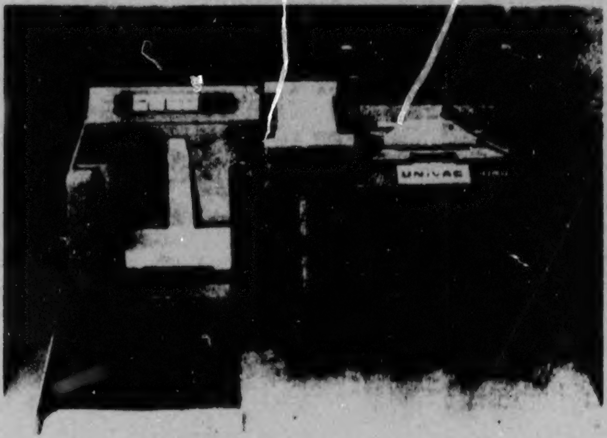
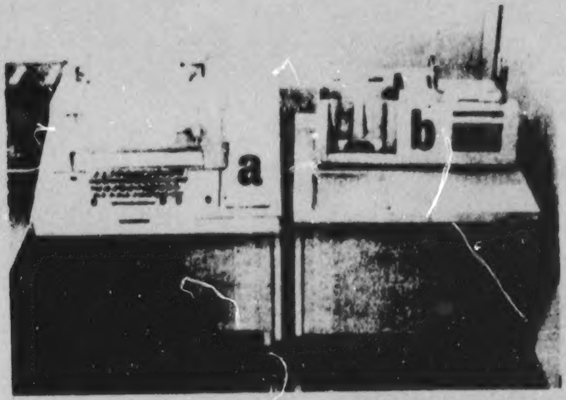
2-1. This lesson explains the functions and operating procedures for the UNIVAC 1068 Remote Card Reader. This device is a part of the communications subsystem of the UNIVAC 1050-II computer, and you will probably be most likely to use it in the Receiving Section of the Standard Base Supply System. So let's take a look at the reader and discuss the functions of the reader in that Base Supply section.



2-2. As you will learn in Block IV, each time a requisition is processed by the computer, a receipt due-in card is produced. This card is maintained in suspense by the Receiving Section until the requisitioned property is received.

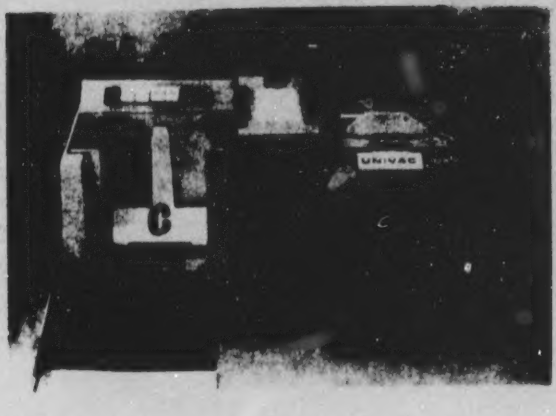
2-3. When the property arrives, the appropriate card is pulled from the suspense file. It may be necessary to modify or add information to the card using the Keypunch Machine. Then the card is input directly to the computer using the Remote Card Reader. You can see what an efficient method this is of notifying the computer that a requisitioned item has been received. The computer's response to this input will be the output of instructions on what to do with the property. This response will be printed by the Remote Keyboard Printer.

3-1. The unit shown below is composed of (a) a standard Remote Keyboard Printer, and (b) a Remote Card Reader. The Remote Card Reader is positioned on a teletype style stand which contains the power supply and logic circuitry for the reader. You can see how the device is placed next to the Remote Keyboard Printer. It is electronically connected to both the printer and the Central Processor of the computer. When the Remote Keyboard Printer is activated, the two devices act as a single unit, working with the central computer system.



3-2. The card reader is composed of:

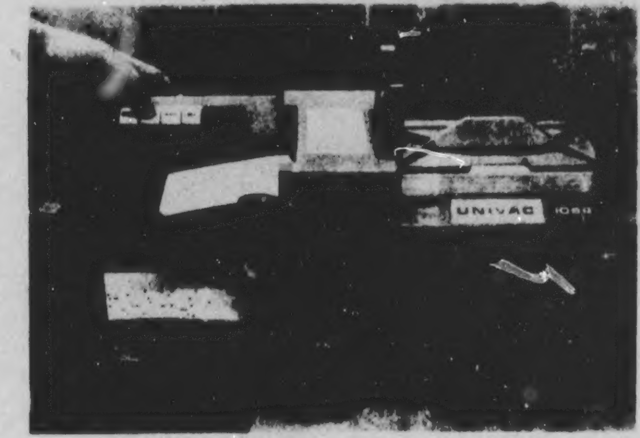
a. An input hopper
b. A read station
c. An output station
d. An operator control panel



4-1. To operate the reader, cards are placed in the input hopper face down, with the clipped corner to the lower left. (By the way, the cards are the same type of cards that are used in the keypunch lesson in this block.) The card hopper has a capacity of 500 cards. You should remember this, because you must be sure you never overload the machine.

4-2. From the hopper, cards are fed through the read station where they are "sensed" (a technical word for read) and then moved to the output stacker. As a card passes under the sense power brushes, any holes in the card are detected and read.

4-3 In the illustration below, the card hopper is on the right side of the reader, and the read station is in the center. Notice that as the card moves out of the read station, the clipped corner is to the lower left.



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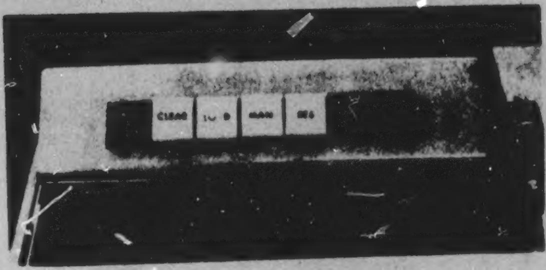
5-1. As shown here, the Remote Card Reader control panel has several buttons and indicators. The chart below describes each button and how it is used. Study the chart thoroughly; then answer the questions about it on the following page.



Descriptional and Operational Summary of the 1048 Reader Control Panel

MARKING	COLOR	FUNCTION AND INDICATION
POWER	Green	Switch Indicator. Depress to turn AC power on to reader unit, drive motor, and cooling fan. Switch indicator will illuminate if power is supplied. Depress to turn power off to reader unit, drive motor, and cooling fan if switch indicator is illuminated. Light will extinguish.
CLEAR	White	Switch only. Depress to cause a "general clear" to the logics module in the electronics unit. Depress following the recovery from a card jam ERROR condition provided the error card was not engaged by the feed rollers in read station. May be used in lieu of RES(resume). Does not illuminate. (Not suggested to be used for this purpose).
LOAD	White	Switch only. Depress to advance a card from input hopper and position at column one under read station and initiate reading of first card. Does not illuminate. Depress following misfeed ERROR condition or card jam ERROR condition provided the error card was engaged by the feed rollers in read station. Depress to eject cards from hopper.
MAN	White	Switch Indicator. Depress to place card movement under control of the central processor on a card by card basis. READY light will not illuminate. Indicator will illuminate.
RES	White	Switch only. Depress to place card movement under control of the central processor in a card continuous mode. This is necessary only if reading of cards is to resume in a continuous mode after reading of cards in the manual mode. Indicator does not illuminate.
READY	Green	Indicator only. Illuminates whenever a "Request to Send" has been generated by the electronics unit or the reader is in process of transmitting data.
ERROR	Red	Indicator only. Will illuminate whenever a misfeed or card jam is detected. Illuminates when input hopper (magazine) becomes empty during operation.

Q1. Which button should be pressed to advance a card from the hopper, position card column one under the read station, and start the reading process?

Q2. Which button is pressed to start or stop the power flow in the reader?

Q3. Which button indicates when the reader is in the process of transmitting data?

Q4. Which button illuminates whenever a misfeed or card jam is detected?

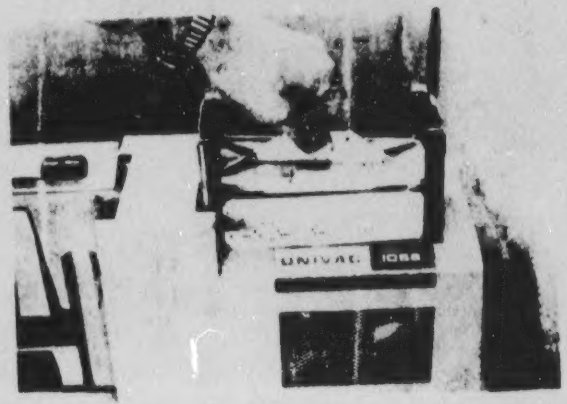
Q5. Which button should be depressed to place card movement on a card-by-card basis?

Q6. Which button should be pressed to return card movement to a continuous mode?

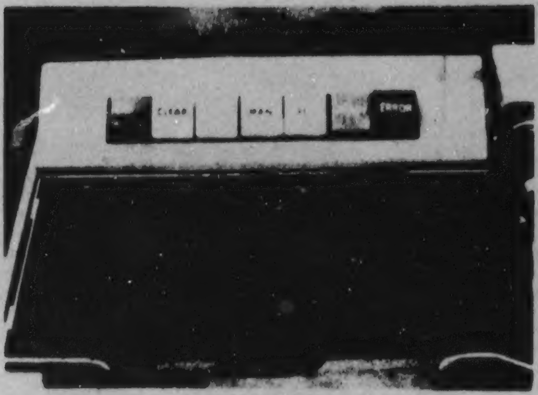
6-1. Now that you have an idea of what the control panel does, let's take a look at the operating procedures for processing a single card through the device.

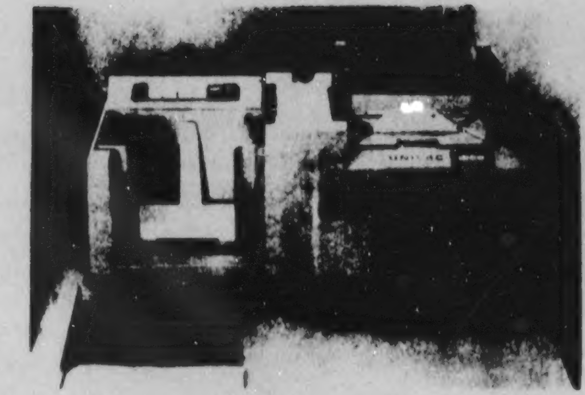
6-2. The first step is to make sure that the Remote Keyboard Printer is polling. Remember, this clicking sound means that the remote is in-line and the computer is accepting inputs.

6-3. Load the card into the hopper face down, with the clipped corner to the lower left, and place the card weight on top of the card. This is shown in the illustration.



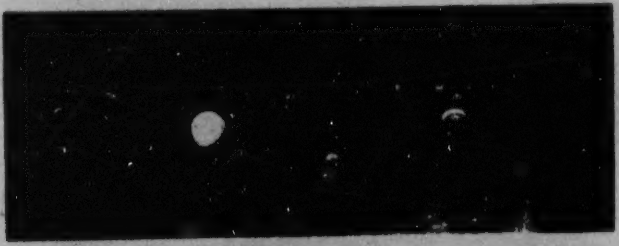
7-1. The next step is to depress the "POWER" button. A light will come on if AC power is being supplied to the reading unit.

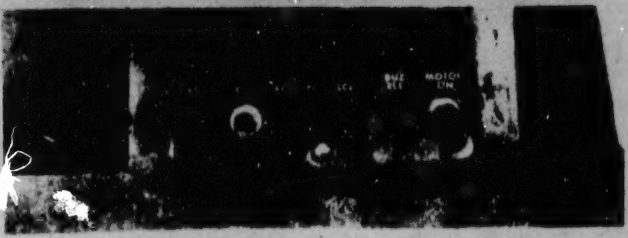




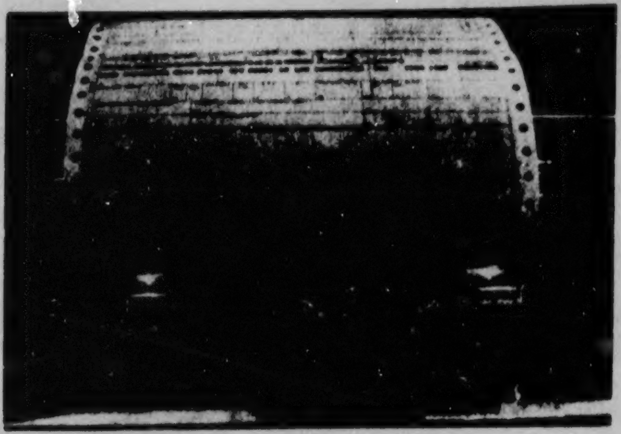
7-2. Now depress the "LOAD" button. (The indicator light will not come on.) This will cause the card to advance from the hopper and be positioned so that card column one is under the read station (b).

8-1. Once this has been done, the "READY" indicator will illuminate (light up), and the "RTS" (Request to Send) button on the Remote Keyboard Printer will also come on. In a few seconds, the "RHC" (Remote Has Control) button on the printer will light up. Now the card will be read.



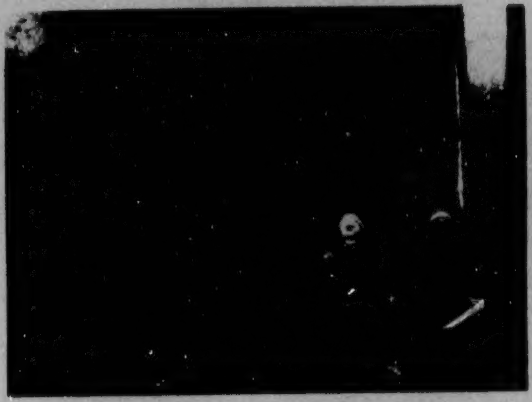


8-2. The information from the card will be printed on the first line of the DD 1348-1 loaded in the Remote Keyboard Printer. This information will be processed by the central processor, and the response will then be printed starting on the second line of the form. The computer processes the card just as it would if the message had been typed out on the keyboard printer.



9-1. Once the output product has been printed, the Remote Keyboard Printer will start polling again. Since the reading action has been completed, you should press the "POWER" button again to turn the card reader off.

9-2. Now that you have your output from the computer, the next step is to remove it from the Remote Keyboard Printer. Do you remember how to do this? Let's review the process quickly. First, press the "LOCAL" (LCL) button on the control panel of the Remote Keyboard Printer.



9-3. Once the remote is in local, press the "CONTROL" (CTRL) and the "FORM" (L) keys at the same time to advance the DD 1348-1.

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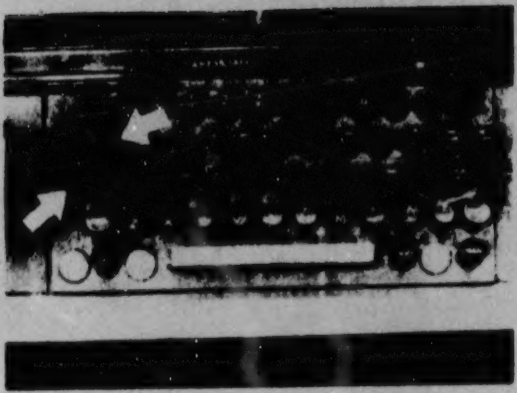
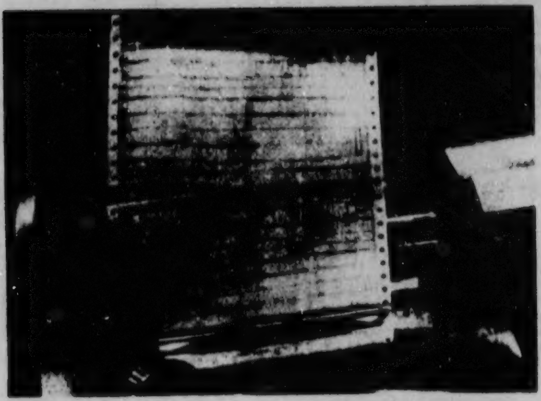
10-1. The next step is to press "CONTROL" and "Q" simultaneously to start the remote device polling again.





10-2. Now you can remove the output document.

Q7. To check your knowledge of the procedures followed to process a card through the Remote Card Reader, complete the following sentences; then indicate the best order to follow in completing the task (i.e. what should be done first, what should be done second etc.) This list will help you complete the practical portion of the lesson.

_____ Before you can process a card through the Remote Card Reader, the _______________ must be in-line and polling.

_____ When the reading action has been completed, press the ____________ button to turn the reader off.

_____ Advance the card from the hopper to the read station by depressing the __________ button.

_____ Remove the ________________ from the Remote Keyboard Printer.

_____ The card will be read when the ____ indicator on the card reader is lighted-up and the _____ button on the keyboard has come on.

_____ Press the _______ button to be sure power is being supplied to the reading unit.

_____ Load the card into the hopper __________, with the clipped corner _______________.

11-1. It all sounds easy, doesn't it? Well, it is! Let's see how well you can operate the Remote Card Reader. Take this text and your set of punched cards to the remote laboratory to complete the lesson.

11-2. Now that you're at the Remote Card Reader, take punched card #1 from the packet and process it through the reader. Follow the directions that you sequenced in the last exercise. When you have finished, compare your output documents with the DD 1348-1 #1 in the back of this text. They should match. If you have any problems or questions, ask your instructor for help.

12-1. If you made it through that exercise, the rest of the lesson is a snap! You know how to process a single card through the reader. In normal Base Supply operations, however, more than one card is processed at a time. So let's take a quick look at how a stack of cards is processed.

12-2. The procedures are basically the same as for a single card, except that all of the cards are placed in the hopper at once. After you have started the process, the reader will automatically read each card. If a card jam or misfeed should occur, the "ERROR" indicator will light up to alert you.

12-3. There may be occasions when you do not want all of the cards in the stack read continuously. For example, you may want the output for a specific card immediately. This is when you use the "MAN" (manual) button on the control panel. When this button is depressed, only the next card in the stack will be read. Additional cards will not be processed until the "RES" (resume) button is pressed.

12-4. For this lesson you are required only to process the stack of cards in the normal, continuous manner. Try this now by processing punched cards #2,3,4,5 and 6 through the reader. Then check your output documents against those in the back of this text.

12-5. When you have completed this task you have completed the lesson. Take your six output forms to your instructor. You may wish to review before taking the lesson appraisal.

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DOC. IDENT. | RI FROM | STOCK OR PART NUMBER FSC FIIN ADD'L | UNIT OF ISSUE | QUANTITY | DOCUMENT NUMBER | SUPPLEMENTARY ADDRESS | FUND | DISTRIBUTION | PROJECT | REQ'D DEL DATE | RI

RECFLZ 1005003172446RREA 00005 FB19586107600 FB1958 J 01 06

SHIPPED FROM | SHIP TO | MARK FOR | PROJECT

I 102 PROCESSED 7243 00158 BIN 00003 IN LOC 19B010A 198 XB3 TIME 1116 000033

GENERAL CARGO

A B C D E

WAREHOUSE LOCATION F | TYPE OF CARGO G | UNIT PACK H | UNIT WEIGHT I | UNIT CUBE J | UFC K | NMFC L | FREIGHT RATE M | N | DOCUMENT DATE O | NET CODE P | QUANTITY Q | R | S

SUBSTITUTE DATA (ITEM ORIGINALLY REQUESTED) T | FREIGHT CLASSIFICATION NOMENCLATURE U | V

W | ITEM NOMENCLATURE X | Y

SHIPPERS: SELECTED BY AND DATE 1 | TYPE OF CONTAINER(S) 2 | TOTAL WEIGHT 3 | RECEIVERS: RECEIVED BY AND DATE 7 | INSPECTED BY AND DATE 8

PACKED BY AND DATE 4 | NO. OF CONTAINERS 5 | TOTAL CUBE 6 | WAREHOUSED BY AND DATE 9 | WAREHOUSE LOCATION 10

REMARKS: AA | BB | CC | DD | EE #1 1

DOC. IDENT. | RI FROM | STOCK OR PART NUMBER FSC FIIN ADD'L | UNIT OF ISSUE | QUANTITY | DOCUMENT NUMBER | SUPPLEMENTARY ADDRESS | FUND | DISTRIBUTION | PROJECT | REQ'D DEL DATE | RI

RECFLZ 1005005915839 EA 00009FB19586107I005 FB1958 J 01 06

SHIPPED FROM | SHIP TO | MARK FOR | PROJECT

I 102 PROCESSED 7243 00161 BIN 00009 IN LOC 19B 010A 659 XB3 TIME 1117 000000

GENERAL CARGO

A B C D E

WAREHOUSE LOCATION F | TYPE OF CARGO G | UNIT PACK H | UNIT WEIGHT I | UNIT CUBE J | UFC K | NMFC L | FREIGHT RATE M | N | DOCUMENT DATE O | NET CODE P | QUANTITY Q | R | S

SUBSTITUTE DATA (ITEM ORIGINALLY REQUESTED) T | FREIGHT CLASSIFICATION NOMENCLATURE U | V

W | ITEM NOMENCLATURE X | Y

SHIPPERS: SELECTED BY AND DATE 1 | TYPE OF CONTAINER(S) 2 | TOTAL WEIGHT 3 | RECEIVERS: RECEIVED BY AND DATE 7 | INSPECTED BY AND DATE 8

PACKED BY AND DATE 4 | NO. OF CONTAINERS 5 | TOTAL CUBE 6 | WAREHOUSED BY AND DATE 9 | WAREHOUSE LOCATION 10

REMARKS: AA | BB | CC | DD | EE #2 1

FIRST DESTINATION ADDRESS 11 | DATE SHIPPED 12 | FF | GG

13 TRANSPORTATION CHARGEABLE TO | 14 B/LADING, AWB OR RECEIVER'S SIGNATURE (AND DATE) | 15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1, (2 PART) 1 JAN 64 — DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

118

DOC. IDENT. | RI FROM | M & S | STOCK OR PART NUMBER FSC FIIN ADDTL. | UNIT OF ISSUE | QUANTITY | DOCUMENT NUMBER REQUISITIONER DATE SERIAL | SUPPLEMENTARY ADDRESS | SIGNAL | FUND | DISTRI-BUTION | PROJ-ECT | PRI-ORITY | REQ'D DEL DATE | ADV | RI | UNIT PRICE DOLLARS CTS

RECFHZ 5310005765752 EA00001FB196870021083 J 01

SHIPPED FROM: I 102 PROCESSED 7243 0016

SHIP TO: 5 BIN 00001 IN LOC NO WH

MARK FOR: SE LO

PROJECT: C XB3 TIME 1118

TOTAL PRICE: [illegible]

A | B | C | D | E

WAREHOUSE LOCATION F | TYPE OF CARGO G | UNIT PACK H | UNIT WEIGHT I | UNIT CUBE J | UFC K | NMFC L | FREIGHT RATE M | N | DOCUMENT DATE O | NAT CODE P | QUANTITY Q | R | S

SUBSTITUTE DATA (ITEM ORIGINALLY REQUESTED) T

FREIGHT CLASSIFICATION NOMENCLATURE U | V

W

ITEM NOMENCLATURE X | Y

SHIPPERS USE: SELECTED BY AND DATE 1 | TYPE OF CONTAINER(S) 2 | TOTAL WEIGHT 3

PACKED BY AND DATE 4 | NO. OF CONTAINERS 5 | TOTAL CUBE 6

RECEIVERS USE: RECEIVED BY AND DATE 7 | INSPECTED BY AND DATE 8

WAREHOUSED BY AND DATE 9 | WAREHOUSE LOCATION 10

REMARKS: AA | BB | CC | DD | EE

#3 1

DOC. IDENT. | RI FROM | M & S | STOCK OR PART NUMBER FSC FIIN ADDTL. | UNIT OF ISSUE | QUANTITY | DOCUMENT NUMBER REQUISITIONER DATE SERIAL | SUPPLEMENTARY ADDRESS | SIGNAL | FUND | DISTRI-BUTION | PROJ-ECT | PRI-ORITY | REQ'D DEL DATE | ADV | RI | UNIT PRICE DOLLARS CTS

RECFHZ 2915005416861 EA00001FB196870021069 J 01

SHIPPED FROM: I 102 PROCESSED 7243 0016

SHIP TO: 3 BIN 00001 IN LOC NO WH

MARK FOR: SE LO

PROJECT: C XB3 TIME 1118

DATED ITEM * X

TOTAL PRICE: 0000390

A | B | C | D | E

WAREHOUSE LOCATION F | TYPE OF CARGO G | UNIT PACK H | UNIT WEIGHT I | UNIT CUBE J | UFC K | NMFC L | FREIGHT RATE M | N | DOCUMENT DATE O | NAT CODE P | QUANTITY Q | R | S

SUBSTITUTE DATA (ITEM ORIGINALLY REQUESTED) T

FREIGHT CLASSIFICATION NOMENCLATURE U | V

W

ITEM NOMENCLATURE X | Y

SHIPPERS USE: SELECTED BY AND DATE 1 | TYPE OF CONTAINER(S) 2 | TOTAL WEIGHT 3

PACKED BY AND DATE 4 | NO. OF CONTAINERS 5 | TOTAL CUBE 6

RECEIVERS USE: RECEIVED BY AND DATE 7 | INSPECTED BY AND DATE 8

WAREHOUSED BY AND DATE 9 | WAREHOUSE LOCATION 10

REMARKS: AA | BB | CC | DD | EE

#4 1

FIRST DESTINATION ADDRESS 11 | DATE SHIPPED 12 | FF | GG

13 TRANSPORTATION CHARGEABLE TO | 14 B/LADING, AWB, OR RECEIVER'S SIGNATURE (AND DATE) | 15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1, (2 PART), 1 JAN 64

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

DOC. IDENT. | RI FROM | STOCK OR PART NUMBER FSC NIIN ADD'L | UNIT OF ISSUE | QUANTITY | DOCUMENT NUMBER | SUPPLEMENTARY ADDRESS | FUND | DISTRIBUTION | PROJECT | PRIORITY | REQ'D DEL DATE | RI | UNIT PRICE DOLLARS CTS

RECFLZ 1005008401762 EA00028FB196861070030 FB1968 J 01 06

SHIPPED FROM
I 102 PROCESSED 7243 00166 BIN 00028 IN LOC 19B 010A 756 XB3 TIME 1119

GENERAL CARGO

A | SHIP TO B | MARK FOR C | PROJECT D | E

WAREHOUSE LOCATION F | TYPE OF CARGO G | UNIT PACK H | UNIT WEIGHT I | UNIT CUBE J | UFC K | NMFC L | FREIGHT RATE M | N | DOCUMENT DATE O | MAT. COND. P | QUANTITY Q | R | S

SUBSTITUTE DATA ITEM ORIGINALLY REQUESTED T | FREIGHT CLASSIFICATION NOMENCLATURE U | V

W | ITEM NOMENCLATURE X | Y

SHIPPERS USE: SELECTED BY AND DATE 1 | TYPE OF CONTAINER(S) 2 | TOTAL WEIGHT 3

PACKED BY AND DATE 4 | NO. OF CONTAINERS 5 | TOTAL CUBE 6

RECEIVERS USE: RECEIVED BY AND DATE 7 | INSPECTED BY AND DATE 8

WAREHOUSED BY AND DATE 9 | WAREHOUSE LOCATION 10

REMARKS: AA | BB | CC | DD | EE #5 1

DOC. IDENT. | RI FROM | STOCK OR PART NUMBER FSC NIIN ADD'L | UNIT OF ISSUE | QUANTITY | DOCUMENT NUMBER | SUPPLEMENTARY ADDRESS | FUND | DISTRIBUTION | PROJECT | PRIORITY | REQ'D DEL DATE | RI | UNIT PRICE DOLLARS CTS

RECFLZ 1005004111092 EA00001FB196861070002 FB1968 J 01 06

SHIPPED FROM
I 102 PROCESSED 7243 00162 BIN 00001 IN LOC NO WHSE LOC XB 3 TIME 1117 00015

A | SHIP TO B | MARK FOR C | PROJECT D | E

WAREHOUSE LOCATION F | TYPE OF CARGO G | UNIT PACK H | UNIT WEIGHT I | UNIT CUBE J | UFC K | NMFC L | FREIGHT RATE M | N | DOCUMENT DATE O | MAT. COND. P | QUANTITY Q | R | S

SUBSTITUTE DATA ITEM ORIGINALLY REQUESTED T | FREIGHT CLASSIFICATION NOMENCLATURE U | V

W | ITEM NOMENCLATURE X | Y

SHIPPERS USE: SELECTED BY AND DATE 1 | TYPE OF CONTAINER(S) 2 | TOTAL WEIGHT 3

PACKED BY AND DATE 4 | NO. OF CONTAINERS 5 | TOTAL CUBE 6

RECEIVERS USE: RECEIVED BY AND DATE 7 | INSPECTED BY AND DATE 8

WAREHOUSED BY AND DATE 9 | WAREHOUSE LOCATION 10

REMARKS AA | BB | CC | DD | EE 1

FIRST DESTINATION ADDRESS 11 | DATE SHIPPED 12 | FF | GG #6

13 TRANSPORTATION CHARGEABLE TO | 14 B/LADING, AWB, OR RECEIVER'S SIGNATURE (AND DATE) | 15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1, (2 PART), 1 JAN 64 DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

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REMOTE CARD READER OPERATION

Block II, Lesson 5

Answers to Questions in the Text

A1. LOAD

A2. POWER

A3. READY

A4. ERROR

A5. MAN

A6. RES

A7.

1 Before you can process a card through the Remote Card Reader, the Remote Keyboard Printer must be in-line and polling.

6 When the reading action has been completed, press the power button to turn the reader off.

4 Advance the card from the hopper to the read station by depressing the LOAD button.

7 Remove the output document from the Remote Keyboard Printer.

5 The card will be read when the READY indicator on the card reader is lighted up, and the RHC button on the keyboard has come on.

3 Press the POWER button to be sure power is being supplied to the reading unit.

2 Load the card into the hopper face down, with the clipped corner to the lower left.

PROGRAMMED TEXT 121
002-02-06-01

Technical Training

Materiel Facilities Specialist

REPORTS AND LISTINGS

August 1978

LOWRY TECHNICAL TRAINING CENTER
3440th Technical Training Group
Lowry Air Force Base, Colorado

Study Guides (SGs), Workbooks (WBs), Study Guide and Workbook (SW), Programmed Texts (PTs), and Handouts (HOs) are authorized by ATC for student use in ATC Courses. They are designed to guide you through your study assignments in the most logical sequence for easy understanding. Answer self-evaluation questions and complete each problem or work assignment in the sequence given, and it will aid you in understanding and retaining key points covered in material you have studied.

ATC FORM 214 (JAN 78) OBSOLETES ATC FORMS 214, MAY 69 522, NOV 63 AND 523, MAY 71. STANDARD COVERSHEET

Supply Training Branch
Lowry Air Force Base, Colorado

PT G3ABR64531 000
August 1978

REPORTS AND LISTINGS

SCOPE

In Block I you learned about the internal records maintained by the UNIVAC 1050-II computer. These records are necessary to insure smooth functioning of the Standard Base Supply System. As a Materiel Facilities Specialist, you will be most concerned with these records when they are printed externally.

Periodically the computer produces a variety of reports and listings based on the internal records it stores. Some of these are especially important to you, and we'll take a look at them in this lesson.

First we'll discuss the purpose and use of the Stock Number Directory (the most used computer product in the Standard Base Supply System). Then the lesson will introduce you to several other computer listings you may work with in your job and show you both why and how they are used. Samples of the various listings and reports will be available for your inspection.

The final part of the lesson will cover the operations of the Document Control Section. While chances are slim that you could be assigned to this section, you will be hearing a lot about it, and, like all supply personnel, will be working closely with it.

OBJECTIVE

1. Match selected computer listings with their purposes and uses.

Supersedes PT 002-02-06-01 dated March 1978.

DIRECTIONS

To complete this lesson you will need this text, a sheet of scratch paper, and AIS Module Test Form #2. You will find embedded questions throughout the text. Write short responses to them on the sheet of scratch paper. A key to the correct answers is available at the instructor station. Be sure to ask your instructors for help if you have any problems with the material.

To fully understand this lesson, you must be familiar with the key entries on the various reports and listings. You have briefly studied most of them in previous lessons (remember, many of them are explained in chapter 3 of Vol. II, Part Two, AFM 67-1). However, it's probably a good idea for you to refresh your memory by reviewing the following definitions:

a. Stock number - 13 or 15 position code to specifically identify items of supply.
b. System designator - two position code to identify the system an item belongs to. 01 is always used in this school.
c. Type account code - one position code which indicates the type of organization the item is assigned to.
d. Warehouse location designator - 10 or 11 position code that indicates where an item is physically stored.
e. TRIC code/DIC code - three position code, always the first entry on any document, which identifies the type of transaction involved.
f. Document number - 14 position code that identifies a document. Format of this number varies (as you will learn later in the course), but normally includes organization and shop code, date, and serial number of the transaction.
g. Julian date - four position code often used in place of the calendar date. The first position of the code identifies the year while the last three positions identify the day of the year. For example, 7001 would be the first day of 1977 or January 1, 1977. 7365 would be the three hundredth and sixth-fifth day in 1977 or December 31, 1977.

As you learned in Block I, the item record is the most important record maintained by the UNIVAC 1050-II computer. As you probably remember, it contains information such as item nomenclature (name), unit of issue, source of supply, unit price, security classification, and so on.

Having this type of information stored internally is necessary for processing supply transactions, but as a Materiel Facilities Specialist you will have much more contact with the external print-out of this internal record. This print-out is one of the most important listings you will use in the Base Supply system. It is called the Stock Number Directory.

The purpose of the Stock Number Directory is to provide supply managers with a tool to determine which items are listed in their accounts. Chances are you will use information from this listing every day. It serves as a research document which provides various kinds of information you need to efficiently perform your duties.

A second purpose served by the Stock Number Directory (as well as other listings and reports) is to provide the capability for Base Supply to function under post-post conditions. Post-post means the computer is down and all supply transactions must be done by hand until the computer is operating again. So, if you need to know information which is contained on an internal record, it may also be found on some external listing or report.

Computer records and listings usually have both a name and a number assigned to them. The control number for the Stock Number Directory is M14. The M means that the report is produced monthly, and the 14 is the number assigned to this listing. In your job in Base Supply people may refer to this listing as the "M14" instead of the Stock Number Directory. So it is helpful to know not only the names of the various listings, but also the control numbers.

Any computer listing is only as good a tool as the person using it. If you know how the listings are set up and the different types of information each one contains, you'll know which listing to refer to when the time comes. Keeping this in mind, let's take a look at the format of the Stock Number Directory. On the next page is an extract from the M14, and the facing page explains the entries on the listing.

```
      1          2                      3    4         5     6    7          8                              9
11 AUG 78 LOWRY AFB              TYPE ACCT  B/E   STOCK NUMBER DIRECTORY      (H04/014-68)        01 3099 DATE 8223  PAGE  27
                              C                        T          II50 UNIT           WAREHOUSE     MOMP   R     TT M S D          EIRS SOF
   STOCK NUMBER   SD UI RI API       NOMENCLATURE      P  MMFC    L   NR    PRICE ERC        LOCATION ERJKISP  TC LA C C C DEMANDIXXX PNZDOLT
4710 00142 0969  01 FT S9CCEUPIPE3/4STLXH1.0500D         051970                .33XB3                 4 91   C Z  0     A        0 4   0 0180
4710 00277 4533  01 CL S9C  U TUBE COPPER                051980              19.11XB3010 035C 001     5 91   3 Z  0     A        0     0 0090
4710 00277 4534  01 CL S9C  U TUBE COPPER DIA.625        051980              26.62XB301C 011U 009     3 91   3 Z  0     A        2     0 0182
4710 00277 5527  01 FT S9C  U TUBE METALLIC              051980                .10XB301C 007A 005     2 9M   3 Z  D     A      733 4  03 0187
4710 00926 4257  01 LG S9CCEU TUBE 1/2IN 20FT/LG         051980               6.75XB301M 001F 006     2 91   C    0     A       54    03 0195
4710 00975 2566  01 LG S9CCEU TUBE,20FT WW-T,799         051980              53.46XB3                 4 91   C Z  0     X        0 0   0 0184
4710 L0036653059 01 LG J00CEUCOPPER TUBING          ZZZZZ                    62.70XB3                 3 91   C    0     X        0     0 0083
4710 PL-3-1-8-OD 01 LG J00CEUTUBING COPPER          ZZZZZ                   110.42XB3                 4 91   3    0     X        0     0 0192

                               TOTAL FOR FSC 4710 =      08

4720 00177 5947  01 FT S9C  U HOSE 0.500IN C[illegible]                          .80XB3                 5 91   C    0     X        0     0 0195
4720 PAP2000-002 01 RO J00  UTUBING 100 FT ROLL 00625                        12.13XB3                 5 91        0     X        0    03 7019

                               TOTAL FOR FSC 4720 =      02

4730 00152 9916  01 EA S9CCEU ADAPTER MALE                                     .41XB3                 2 91   3    D     A       63 0   0 0193
4730 00188 1868  01 EA S9CCEU NIPPLE PIPE 3/8X3IN        051460                .18XB302A 014C 010     4 9M   3 Z  0     A       11 0  03 0193
4730 00188 1875  01 EA S9CCEU NIPPLEPIPES.500INLG        051460                .37XB302A 014C 007     4 9M   C Z  0     A        8 0  03 0190
4730 00188 1899  01 EA S9CCEU NIPPLEPIPES.000INLG        051460                .21XB302A 016A 010     2 9M   3 Z  0     A       30 0  03 0193
4730 00196 0880  01 EA S9CCEU BUSHING 3/4X1/2 IN         051460                .24XB302A 014U 010     4 90   3 Z  0     A      104 0  03 0193
4730 00196 0892  01 EA S9CCEU BUSHING GALV 3/4X1         051460                .32XB302A 0160 012     2 9M   3 Z  0     A       91 0  03 0193
4730 00196 0900  01 EA S9CCEU BUSHING 1 1/2NPT/M         051460                .56XB302A 010C 001     4 91   C Z  0     A        3 0  03 0193
4730 00196 1491  01 EA S9CCEU NIPPLE GALV 3/8X3IN        051460                .25XB302A 0160 002     4 9M   C Z  0     A       16 0  03 0193
4730 00196 1506  01 EA S9CCEU NIPPLE 1 X 2 GALV          096000                .20XB302A 012U 004     4 9M   3 Z  0     A       24 0  03 0193
4730 00197 6639  01 EA S9CCEU NIPPLE 1-1/4X5-1/2         051460                .40XB302A 016A 005     4 9M   3 Z  0     A        8 0  03 0193
4730 00200 0551  01 EA S9C  U CAP TUBE                   051460                .79XB3                 3 91   3 Z  0     A        0     0 0172
4730 00227 6929  01 EA S9CCEU BELL REDUC 3/4X1/2         051460                .27XB302A 016A 001     2 91   C Z  0     A       88 0  03 0193
4730 00249 1478  01 EA S9CCEU EL PIPE 90DEG 3/4IN        051460                .31XB302A 018A 004     4 9K   C Z  0     A       36 0  03 0193
```

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STOCK NUMBER DIRECTORY?M14

The figure facing this page is a sample Stock Number Directory/M14. Look at the hand-numbered items as we discuss each one.

The sequence (order) of the M14 is by: 1. ascending stock number and 2. system designator within 3. type account. Let's take each separately.

1. Ascending stock number: starting with the lowest stock number and working up to the highest stock number. FSG 4710 would be listed before 4730.

2. Ascending system designator: this school uses only SD 01, but there are many more. Certain stock numbers are listed in more than one system designator; if, for example, FSN 1270 00 073 1626 is assigned to both 01 and 02 systems, it would be listed in the 01 portion of the M14 before the 02 portion.

3. Type account code: this code identifies either a type of organization to which the item is assigned, or the type of materiel normally accounted for in that account. For instance, B = base supply, E = base equipment, L = library, M = medical supply etc. The M14 on the facing page, as you can see, is type account B - base supplies.

4. Nomenclature always gives the proper name of the item unless it is classified information.

5. ISG. This column will tell you if there is a master or interchangeable item for the stock number you are working with.

6. Price. The standard cost for the item you are working with.

7. ERRC. The expendability-repairability-recoverability code of the item.

8. Warehouse location. This is a very important entry for Materiel Storage and Distribution personnel, as you will learn later in the course.

9. Date. This is the Julian date the M14 was produced.

Now you can see why the Stock Number Directory is such a valuable tool to supply personnel. Receiving clerks and inspectors do a great deal of research in this listing, and Storage and Issue personnel use it as a locator for locating property in storage and to prepare changes to warehouse locations.

Before we continue with the lesson, see how much you have learned about the Stock Number Directory by writing short responses to the following:

Q1. The Stock Number Directory is an external record of ________________.

Q2. How often is the M14 produced?

Q3. The Stock Number Directory, along with other listings and reports, may prove to be especially valuable during ________________, when internal records are inaccessibe (not available).

Q4. What is the sequence of the Stock Number Directory?

Q5. What is the control number of the Stock Number Directory?

Use the extract from the Stock Number Directory (page 4) to answer the following questions:

Q6. What is the unit price for the adapter with stock number 4730001529916?

Q7. What is the warehouse location for the bushing with NSN 4730001960900?

The Stock Number Directory is probably the listing you will use the most in your job. However, there are other listings which you will find helpful and should be familiar with. The first one we'll discuss is the Daily Reject Listing/D02.

A reject occurs when an input cannot be processed by the computer. This could be because the remote operator made an error or because the requested information isn't available. (You'll learn more about rejects in lesson 7 of this block.) So, if the computer detects an error during processing, the program is stopped, a reject program takes over, and a reject notice is output.

In order to function efficiently, Base Supply management personnel need to know why the rejects occur. The Daily Reject Listing is used to identify those activities or individuals that are causing reject conditions. Are the personnel simply careless, or have they not been trained to make inputs correctly? Is all the equipment working properly, or do some internal records perhaps lack information? The listing explains the reason for the reject, and identifies the input device over which the incorrect input was made.

The Daily Reject Listing is produced in two parts. The first part lists, by device, all of the rejects that have occurred that day. The second part serves another important purpose. It is a cumulative list of rejects from previous days that have not yet been cleared. Entries on this part of the listing require immediate corrective action. Most Air Force bases have a local policy which states that rejects must be cleared within one work day. Chances are it won't be your responsibility to clear rejects. Your supervisor will have that job. But you should be aware that all rejects that occur must be cleared, and the second part of the D02 is important in this process.

The following page shows an extract from the Daily Reject Listing. On the facing page is an explanation of the entries.

```
11 AUG 78                         DAILY REJECT LISTING (D02/818-90)              A1 0061 DATE 8223  PAGE

                                        S/D A1  INPUT DEVICE 00

      TINRC4 5820007061389  EA00001C347CN01000F10A            A1     A   N        A3A
          295 REJ ITEM RECORD NOT LOADED - SEE CHAP 30
      TINWTHH2320009263500  EA00001L374MPA1730024F   THH     A1     R    6602754 NM
          260 REJ DETAIL RECORD NOT LOADED - INITIATOR
      TINBY3 1560009030054  EA00001K360BF0195010 1A           A1     S
          295 REJ ITEM RECORD NOT LOADED - SEE CHAP 30
      TINCAG 5865001263144EWEA00001X347CN0P960003A            A1     A   R        A3A
          295 REJ ITEM RECORD NOT LOADED - SEE CHAP 30
      TINCAG 5865004263144EWEA00001X347CN0109000 5A           A1     A   R        A3A
          469 REJ ITEM RECORD OF INPUT S/N FROZEN FOR CYCLE OR SPEC INV - INITIATOR
      TIN    5865004263144EWEA00001X347CN0150100 2A           A1     A   R        A3A
          469 REJ ITEM RECORD OF INPUT S/N FROZEN FOR CYCLE OR SPEC INV - INITIATOR
      TINCAG 5865004263144  EA00001X347CN01591000A            A1     A   R        A3A
          469 REJ ITEM RECORD OF INPUT S/N FROZEN FOR CYCLE OR SPEC INV - INITIATOR
      TINRC3 6610003354406MAEA00001X347IN01571001A            A1     A   R        A3A
          295 REJ ITEM RECORD NOT LOADED - SEE CHAP 30
      TINRC4 2935000934650  EA00001X340RF0159000 7A           A1     A   R
          295 REJ ITEM RECORD NOT LOADED - SEE CHAP 30
NUMBER OF REJECTS THIS DATE     32
```

```
                                  Quantity
                                     /
     TIB        5865004263144EW   EA00001          ^
      /              /             /               /
 TRIC Code        stock #       Unit of issue   material condition code


 469 REJ ITEM RECORD OF INPUT S/N FROZEN FOR CYCLE OR SPEC INV
  /                        /
reject code         plain language reject phrase          action to take - Contact the Inventory Section
                                                                           for instructions.
```

```
11 AUG 78 LOWRY AFB                CUMULATIVE REJECT SUSPENSE LISTING (D02/818-90)        01 3059 DATE 8223  PAGE

                                        S/D      INPUT DEVICE 00

          CD REJ DATE NR        TRIC.........................INPUT IMAGE.............................................

          *  295 8195     NORF0JF5905P0011343059062167 0F030590062900000TXX   3415CMT70J115C   1 000L560101
          *  260 8195     NORF0JP674000124 0946  1461532F0305981460534A6AP    3415CMT700CHSC   9 0000014201
          *  260 8194     NORF0YL582F0047700622  1531060F0305981530225KELY    1907CMN70YAA7C   5 0000005301
          *  260 8195     NORFHZF156MP50027930 59   01124F0606101510426RA3A            4Z11      K700009 0502
          *  260 8195     NORFHZ0533F001665994      02535F0606101790240PA3A            4Z46      K7200024001
          *  260 8195     NORFHZ 482000741290MS   00001F060610179025 5 10F101FMB0AB6061017AB255XXN
          *  260 8195     NORFPZ6472F008295390      01293F0606101810377RA00            4Z46      K6702147002
          *  329 8193     1SU909 534F006641667  0X00001R374TA019201 00R                05   CZSECURITY
             024 8223     1SUA21 593F003721951  EA00001X765AA0190000F1H          1    04   DO0EDJ0582ZZ00
REJECTS 1-6 DAYS OLD              1
REJECTS 7-14 DAYS OLD             0
REJECTS 15-29 DAYS OLD            7
REJECTS OVER 29 DAYS OLD          1
TOTAL NUMBER REJECTS              9
```

DAILY REJECT LISTING/D02

The figure facing this page is an extract from the D02. Overall printing of the listing is by system designator and input device. For example, all the rejects for remote device 06 would be printed before those for 07. You will receive only the portion of the D02 which shows rejects for the remote device(s) you work with. For each device and system designator, rejects are sequenced by TRIC code.

Two parts of the listing are shown. The top of the page shows the rejects occurring on remote (input device) 00. The sixth entry on the extract is explained in detail. Information for each reject may vary, but always includes the TRIC code, stock number, reject code, and a phrase explaining the reject along with brief instructions on the action required to clear the reject. The lower part of the page shows the cumulative listing of the rejects which have not been cleared for remote 00.

You may be wondering how the computer keeps track of errors or pulls this particular information from all the other information it stores. Remember what you have learned about internal and external records. The computer stores information about rejects which have occurred on the internal error suspense records. It is these records which are used to produce the D02.

See how well you understand the purpose and use of the Daily Reject Listing by writing short responses to the following:

Q8. What is the purpose of the Daily Reject Listing?

Q9. Which part of the D02 lists rejects from previous days that have not been cleared?

Q10. What is the sequence of the D02 within system designator and device?

Q11. What input device was involved with the rejects listed on the top portion of the extract on page 8 of this text?

Hopefully, by now you have noticed a very helpful thing - the names of things in a supply system usually tell you what their purpose or function is, whether it's the name of a branch or a source of supply or, in this lesson, an output product. The Stock Number Directory is a directory of all national stock numbers assigned to Base Supply accounts (just like the telephone directory lists all users of telephones). The Daily Reject Listing is a list of all the rejects for one day. Keeping this in mind, you should be able to guess the purpose of the next listing. It is called the Daily Document Register/D04.

Just as the D02 lists all rejects for one day, the D04 lists all transactions which successfully processed through the computer for one day. (These will be the transactions which have produced documents, thus the name of the listing). Many people, both in and out of Base Supply, use this listing. Base Supply customers are provided with that part of the listing which shows all the transactions which processed for their shop and internal supply functions. For example, Training Service Division would receive only that part of the D04 that lists the issues, turn-ins, etc. that affect the Training Service Division.

The Daily Document Register is printed in two parts. The part you will be most concerned with is part 1. This part lists not only the transactions processed for specified organizations, but also those for internal supply functions necessary to keep records current and correct. For example, warehouse changes are indicated on this list. Part 1 is often used as a checklist to make sure indicated changes are made. (You'll learn the procedures for processing warehouse changes in the next block).

The next page contains an extract from the Daily Document Register, and the facing page explains some of the entries on the listing.

Type Account (Supplies) System Designator TRIC Code

```
11 AUG 78 LOWRY AFB          (PART 1 )          DAILY DOCUMENT REGISTER          (D04/004-20) TA 0  01 3059 DATE 8223  PAGE

STOCK NUMBER.....    ERC  FAC IP  N/I  UI NOMENCLATURE.............QTY... EX COST.. AC  MARK FOR....... S/A...TIC DOCUMENT NUMBER
F B                                              ENDING  TRAN  SER            STA  D  F                          REASON
I C             TP TRANS PHRASE             DOLD BAL...  DATE  NBR..  DOLT  ADV  F  C STOCK NUMBER REQ..  T

                                        151 TNG SVCE DIV/A10 COMBT  LOWRY AFB CO 80230
9510 00 229 4749     XB35 000 C0        NUT METAL BAR                  12       $0.20        8202TR126              DUO R151AS 0195 0001
  V               40 NOT AUTH STK                000012  8223  00144  8223
4030 00 431 5537     XB35 000 C0        NEA SWAGING SLV 27A12-3       100       $3.00        8202TR127              DUO R151AS 0195 000
  V               40 NOT AUTH STK                000100  8223  00333  8223
4030 00 132 9163     XB35 000 C0        NEA SWAGINGSLEEVE-20-30       100       $6.00        8202TR128              DUO R151AS 0195 000
  V               40 NOT AUTH STK                000100  8223  00337  8223
4030 00 431 5538     XB35 000 C0        NEA SWAGING SLEEVE WIRE       100       $8.00        8202TR129              DUO R151AS 0190 000
  9               40 NOT AUTH STK                000100  8223  00142  8223
6850 L0024763059     XB34 330 C0   514 NBX SILICONE SPRAY PART          1      $20.01 CE     8202TR140              ISU R151AS 0195 000
D 9               1A -ITEM RECORD           8194 000001  8223  00319  8194       4  0    6850L0024763059
1660 00 324 1966     XB35 000 C0        NEA VALVE AND HOSE ASSY          4      $20.00        8202TR141              DUO R151AS 0195 000
  V               40.NOT AUTH STK                000004  8223  00157  8223

                                                                ISU       DUO   DOR-U/T     DOR-D  DUO-NAS       DOC      TOTAL
TOTAL THIS SHOP CODE                                              1         5         0         0        5         0          6
TOTAL THIS ORGANIZATION                                           1         5         0         0        5         0          6
```

As a warehouseman, you will perform different tasks for different TRIC Codes.
The six transactions above, five due-outs (DUO), and one issue (ISU), are all the transactions processed for organization.

151 (Training Service Division) on Julian Date 8223. Notice this portion of the D04 is in Document Number Sequence down

the right-hand column. This is the portion of the D04 which produces the Document Control Cards/DCC which are sent to Document Control Branch.

DAILY DOCUMENT REGISTER/D04

Entries on the D04, such as the one facing this page, are grouped by system designator (01 and 02) and type account code (B for supplies, E for equipment, L for library materials).

This extract shows a portion of part 1. It shows other entries which, you will notice, are sequenced by document number down the right-hand column. Next to these document numbers are the TRIC codes, which explain the types of transactions involved.

See how well you understand the use of the Daily Document Register by writing short responses to the following:

Q12. What is the control number of the Daily Document Register?

Q13. The Daily Document Register lists:

Q14. What is the normal sequence of part 1 of the Daily Document Register?

Another listing that is very important is the Daily Transaction Register/D06. Like the Daily Document Register, the Daily Transaction Register is taken from the internal transaction history records. You probably won't use this listing a great deal at first because its primary purpose is to provide supply personnel with a tool for determining corrective action for adjusting record balances. This will be your supervisor's job, not yours. However, this listing is important enough that you should be familiar with it.

An extract from the D06 is printed on the facing page. Below are explanations of some of the entries.

DAILY TRANSACTION REGISTER/D06

The D06 extract facing this page is printed by system designator and type account. Using the D06 page by page, the sequence is by stock number and transaction serial number.

1. Stock numbers are listed in numerical order on the first line with such item record indicative data as ERRC designator, unit of issue, budget code and name of the item.

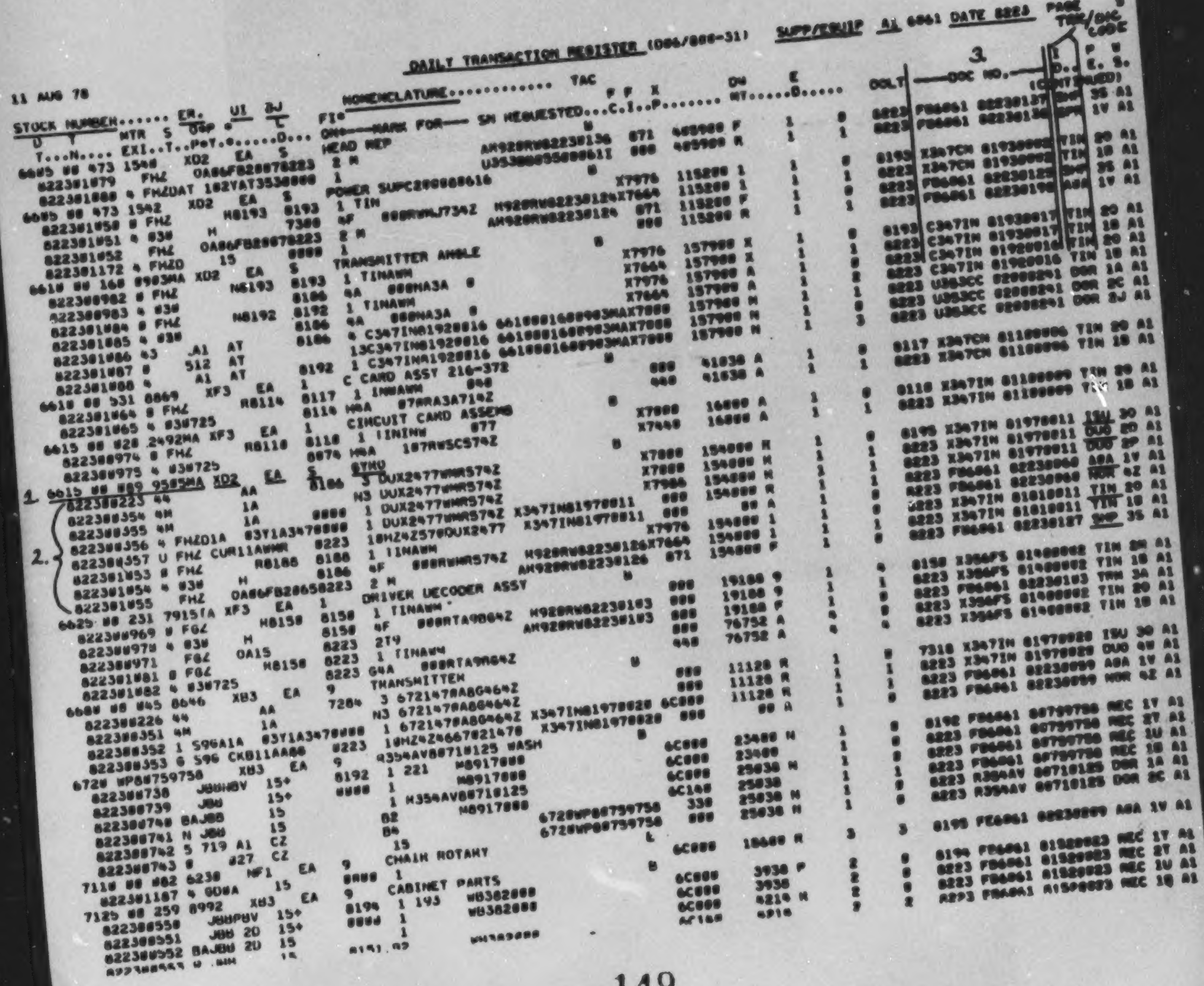
2. This line contains the information input for the stock number, such as issues/ISU, turn-ins/TIN, receipts/REC, transfers/TRM, due-outs/DUO, etc. If one of these transactions caused a discrepancy in stock balances, here is where the error would be found and corrected.

The first entries on the lines under each stock number are the transaction serial numbers. They are listed in the order in which they occur for that particular stock number. Transaction serial numbers break down very simply. 822300223 would be:

$$\underbrace{8223}_{\text{Julian date}} \qquad \underbrace{00223}_{\text{the 223rd transaction on day 8223}}$$

The transaction serial number will appear on DD Forms 1348-1 output on remote devices.

3. Notice that the right side of the listing contains the document number and TRIC/DIC code of the transaction.



```
                                                                                          PAGE     3
                                                                                            TRN/DIC
                       DAILY TRANSACTION REGISTER (D06/808-31)   SUPP/EQUIP  A1 6061  DATE 8223     CODE
                                                                                   3.          I  P  W
                                            TAC                   DW      E                    D.. E. S.
11 AUG 78                 NOMENCLATURE.............    F F  X                   DOLT ---DOC NO.---  (CONTINUED)
                       ER.   UI   SJ                                NT.....D.....
STOCK NUMBER.......                      FI*      SM REQUESTED...C.I..P.......
   D    T      MTR  S  O&P *   C     ON*---MARK FOR---
  T...N.... EXI..T..PeT.e.......D...                       W
6605 00 473 1540    XD2    EA    S    HEAD REP
   822301079    FHZ   0A06FB20070223   2 M      AM920RW82230136  071  485900 F    1    0   8223 FB6061 82230137 SHP 3S A1
   822301080 4 FHZDAT 102YAT3530000    1        U353000355000611  000  485900 R    1    1   8223 FB6061 82230136 SHP 1V A1
6605 00 473 1542    XD2    EA    S    POWER SUPC200000616         W
   822301050 0 FHZ        H0193   0193   1 TIN                       X7976  115200 1    1    0   8193 X347CN 81930002 TIN 20 A1
   822301051 4 030      H         7300   4F    000RWAJ7342  M920RW82230124X7664  115200 1    1    1   8223 X347CN 81930002 TIN 1B A1
   822301052    FHZ   0A06FB20070223   2 M      AM920RW82230124   071  115200 F    1    0   8223 FB6061 82230125 SHP 3S A1
   822301172 4 FHZD     15         0000   1                           000  115200 R    1    1   8223 FB6061 82230198 AOA 1V A1
6610 00 160 0903MA XD2    EA    S    TRANSMITTER ANGLE                                        8223 FB6061 82230198
   822300982 0 FHZ        N6193   0193   1 TINAWM                   W
   822300983 4 030                0186   4A    000MA3A  0            X7976  157900 X    1    0   8193 C347IN 81930017 TIN 20 A1
   822301084 0 FHZ        H0192   0192   1 TINAWM                    X7664  157900 X    1    1   8223 C347IN 81930017 TIN 1B A1
   822301085 4 030                0186   4A    000MA3A  0            X7976  157900 A    1    0   8223 C347IN 81920016 TIN 20 A1
   822301086 43      .A1    AT           4 C347IN81920016 6610001600903MAX7000  157900 A    1    2   8223 C347IN 81920016 TIN 1B A1
   822301087 0        512   AT           13C347IN81920016 6610001600903MAX7000  157900 M    1    1   8223 U353CC 82000241 DOR 1A A1
   822301088 4         A1   AT    0192   1 C347INA1920016 6610001600903MAX7000  157900 M    1    0   8223 U353CC 82000241 DOR 2C A1
6610 00 531 0869     XF3     EA    1    C CARD ASSY 216-372                  157900 M    1    3   8223 U353CC 82000241 DOR 2J A1
   822301064 0 FHZ        R0114   0117   1 INNAWM        040              W                        8223 U353CC 82000241
   822301065 4 030725            0114 H0A    07ARA3A7142Z            000   41636 A    1    0   8117 X347CN 81100006 TIN 20 A1
6615 00 028 2492MA XF3     EA    1    CIRCUIT CARD ASSEMB            040   41636 A    1    1   8223 X347CN 81100006 TIN 1B A1
   822300974 0 FHZ        R0110   0110   1 IININW        077             W
   822300975 4 030725            0074 H0A    107RWSC5742                 X7000   16000 A    1    0   8110 X347IN 81100009 TIN 20 A1
1. 6615 00 009 9505MA XD2  EA    S    SYNU                               X7440   16000 A    1    1   8223 X347IN 81100009 TIN 1B A1
   822300223 44          AA    0186   3 DUX2477WMR5742Z             W
   822300354 4M          1A           N3 DUX2477WMR5742Z                 X7000  154000 M    1    0   8195 X347IN 81970011 ISU 30 A1
   822300355 4M          1A    0000   1 DUX2477WMR5742Z X347IN81970011   X7000  154000 M    1    1   8223 X347IN 81970011 DUO 2D A1
   822300356 4 FHZD1A  03Y1A3470000   1 DUX2477WMR5742Z  X347IN81970011  X7986  154000 M    1    1   8223 X347IN 81970011 DUO 2P A1
2. 822300357 U FHZ CUR11AWMR    0223   10HZ42570DUX2477                    000  154000 R    1    0   8223 FB6061 82230060 AOA 1V A1
   822301053 0 FHZ        R0186   0186   1 IINAWM                          000      00 A    1    0   8223 FB6061 82230060 NOR 4Z A1
   822301054 4 030      H         0186   4F    000RWWMR5742Z                X7976  154000 1    1    1   8223 X347IN 81010011 TIN 20 A1
   822301055    FHZ   0A06FB20650223   2 M      M920RW82230126X7664  154000 1    1    1   8223 X347IN 81010011 TIN 1B A1
6625 00 231 7915IA XF3     EA    1    DRIVER DECODER ASSY  AM920RW82230126  071  154000 F    1    0   8223 X347IN 81010011 SHP 3S A1
   822300969 0 FGZ        H0150   0150   1 TINAWM                  W                          8223 FB6061 82230127
   822300970 4 030      H         0150   4F    000RTA9064Z                                           TIN 2M A1
   822300971    FGZ   0A15        0223   2T4           M920RW82230103    000   19100 9    1    4   8150 X396FS 81400002 TIN 1B A1
   822301081 0 FGZ        H0150   0223   1 TINAWM      AM920RW82230103    000   19100 9    1    1   8223 X396FS 81400002 TRN 3A A1
   822301082 4 030725            0223 G4A    000RTA9064Z                  000   19100 F    1    0   8223 FB6061 82230103 TIN 20 A1
6600 00 045 0646     XB3     EA    9    TRANSMITTER                       000   76752 A    4    0   8223 X396FS 81400002 TIN 1B A1
   822300226 44          AA    7204   3 6721470ABG464Z                    440   76752 A    4    4   8223 X396FS 81400002
   822300351 4M          1A           N3 6721470ABG464Z               W
   822300352 1 S96A1A  03Y1A3470000   1 6721470AB0464Z X347IN81970020   6C000  11120 R    1    W   7310 X347IN 81970020 ISU 30 A1
   822300353 6 S96 CKB11AA00   0223   10HZ42466707021470 X347IN81970020  000  11120 R    1    1   8223 X347IN 81970020 DUO 4W A1
6720 WP00759750      XB3     EA    9   R354AV00710125 WASH                 000  11120 R    1    1   8223 FB6061 82230099 AOA 1V A1
   822300738      J00HBV   15+   0192   1 221        M0917000              000      00 A    1    0   8223 FB6061 82230099 NOR 4Z A1
   822300739      J00      15+   0000   1            M0917000          W
   822300740 BAJ00          15            1 R354AV00710125               6C000  23400 M    1    0   8192 FB6061 00799750 REC 1Y A1
   822300741 N J00          15            B2           M0917000          6C000  23400      1    0   8223 FB6061 00799750 REC 2T A1
   822300742 5 719 A1  CZ                 B4                 6720WP00759750  6C000  25030 M    1    0   8223 FB6061 00799750 REC 1U A1
   822300743 0     027  CZ                  15               6720WP00759750  6C100  25030      1    1   8223 FB6061 00799750 REC 1B A1
7110 00 002 6230     NF1     EA    9    CHAIR ROTARY                         330   25030 M    1    0   8223 R354AV 00710125 DOR 1A A1
   822301187 4 GD0A         15      0000   1                                 000   25030 M    1    0   8223 R354AV 00710125 DOR 2C A1
7125 00 259 0992     XB3     EA    9    CABINET PARTS                  L                          8223 R354AV 00710125
   822300550      J00PBV   15+   0194   1 193      WB382000               6C000  18600 M    3    3   8195 FE6061 00230099 AOA 1V A1
   822300551      J00 20   15+   0000   1          WB382000           B
   822300552 BAJ00 20       15              1                           6C000   3930 P    2    0   8194 FB6061 01520023 REC 1Y A1
   822300553 W .NH          15     0151.02         WH382000               6C000   3930      2    0   8223 FB6061 01520023 REC 2T A1
                                                                          6C000   4214 M    2    0   8223 FB6061 01520023 REC 1U A1
                                                                          AC100   4214      2    2   8223 FB6061 01520023 REC 1B A1
```

You can see that the Daily Transaction Register differs from the Daily Document Register primarily in format. The D04 is used to research transactions affecting a particular organization or shop. The D06 is used to research transactions affecting a particular stock number.

Write short responses to the following questions concerning the Daily Transaction Register before continuing with the lesson.

Q15. What is the control number of the Daily Transaction Register?

Q16. How is the Daily Transaction Register sequenced?

Q17. Briefly explain the purpose of the Daily Transaction Register.

A final listing you should be familiar with is the Daily Delinquent Document Listing. In most cases when a transaction is processed through the computer, a document of some sort is produced. You will learn in later lessons that the first copy of each of these documents must always be filed in the Document Control Section. When these documents are not processed and received by Document Control within five workdays, they are considered delinquent, and an extra effort must be extended to find and process them.

This listing is the primary tool used in the search. It is produced in six copies, one of which is forwarded to the Materiel Storage and Distribution Branch. Someone in the branch will be appointed to be the delinquent document monitor. This job can be either part or full time depending on the size of the base and the efficiency of its supply people.

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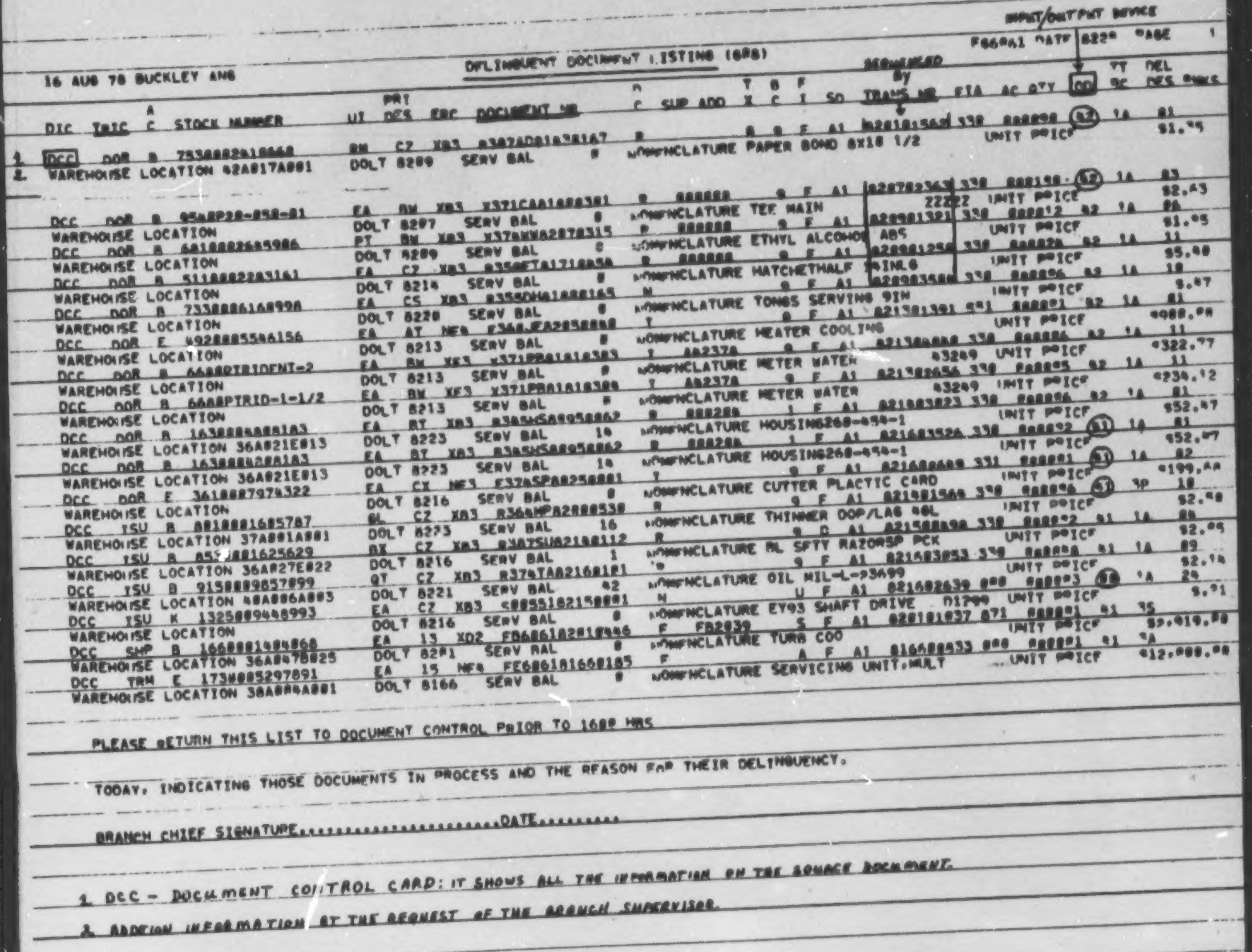
The delinquent document monitor must screen the Delinquent Document Listing against the documents in official files in the Materiel Storage and Distribution Branch. When necessary he must locate either the original document or a duplicate of it. To do this he will check file baskets, pickup and delivery trucks, and other places where people are known to put output copies of documents. When he finds delinquent documents, he has them completed, annotates the Delinquent Document Listing, and forwards both to Document Control. For those documents not forwarded, the monitor must annotate the reason on the listing, telling the current status of the documents and where they are.

This is not a hit-or-miss process. The output remote device number for the source (original) document is shown on the Delinquent Document Listing, so the monitor knows the area in the branch to start looking for a delinquent source document. The next page shows an extract from the Daily Delinquent Document Listing and the facing page explains some of the entries.



```
                                                                                INPUT/OUTPUT DEVICE
                                                                           F06061 DATE 8228  PAGE   1
16 AUG 78 BUCKLEY ANG              DELINQUENT DOCUMENT LISTING (0P0)
                                                                 SEQUENCED
                                                                    BY
         A                     PRI                    R        T B F                                     TT  DEL
DIC TRIC C STOCK NUMBER     UI DES ERC DOCUMENT NR    C SUP ADD X C I SD TRANS NR  FIA  AC QTY     DD  QC  DES RMKS

1. DCC  DOR B 7530002610060    RM  C2 XB3 0307AD01030167  R          0 0 F A1 0201015601 330 000000 02  1A  01
2. WAREHOUSE LOCATION 42A017A001 DOLT 8209  SERV BAL  0  NOMENCLATURE PAPER BOND 8X10 1/2   UNIT PRICE   $1.75

   DCC  DOR B 9540P20-050-01    EA BX XB3 X371CA81800381  R 000000   0 F A1 0207823637 330 000190 02 1A  03
   WAREHOUSE LOCATION          DOLT 8207  SERV BAL  0  NOMENCLATURE TEE MAIN      22222 UNIT PRICE   $2.43
   DCC  DOR B 6810002605906    PT BX XB3 X374XX82070315  P 000000   0 F A1 0209013210 330 000012 02 1A  06
   WAREHOUSE LOCATION          DOLT 8209  SERV BAL  0  NOMENCLATURE ETHYL ALCOHOL ABS     UNIT PRICE   $1.05
   DCC  DOR B 5110002203161    EA C2 XB3 0350FTA1710050  R 000000   0 F A1 0209012500 330 000020 02 1A  11
   WAREHOUSE LOCATION          DOLT 8214  SERV BAL  0  NOMENCLATURE HATCHETHALF SHINLG    UNIT PRICE   $5.40
   DCC  DOR B 7330006160990    EA CS XB3 0355DHA1000165  N          0 F A1 0209035800 330 000006 02 1A  10
   WAREHOUSE LOCATION          DOLT 8220  SERV BAL  0  NOMENCLATURE TONGS SERVING 9IN     UNIT PRICE    $.07
   DCC  DOR E 4920005546156    EA AT NF0 F360JFA2050000  I          0 F A1 0213001391 501 000001 02 1A  01
   WAREHOUSE LOCATION          DOLT 8213  SERV BAL  0  NOMENCLATURE HEATER COOLING        UNIT PRICE $900.00
   DCC  DOR B 6680PTRIDENT-2   EA BX XF3 X371PB01010303  I AB237A   0 F A1 0213000000 330 000006 02 1A  11
   WAREHOUSE LOCATION          DOLT 8213  SERV BAL  0  NOMENCLATURE METER WATER     43249 UNIT PRICE $322.77
   DCC  DOR B 6680PTRID-1-1/2  EA BX XF3 X371PB01010300  I AB237A   0 F A1 0213002656 330 000005 02 1A  11
   WAREHOUSE LOCATION          DOLT 8213  SERV BAL  0  NOMENCLATURE METER WATER     43249 UNIT PRICE $234.12
   DCC  DOR B 1630004000103    EA BT XB3 0305HSA0050062  R 000200   1 F A1 0210003023 330 000006 02 1A  01
   WAREHOUSE LOCATION 36A021E013 DOLT 8223 SERV BAL 14 NOMENCLATURE HOUSING260-454-1      UNIT PRICE  $52.47
   DCC  DOR B 1630004200103    EA BT XB3 0305HSA0050062  R 000200   1 F A1 0216003526 330 000002 01 1A  01
   WAREHOUSE LOCATION 36A021E013 DOLT 8223 SERV BAL 14 NOMENCLATURE HOUSING260-454-1      UNIT PRICE  $52.47
   DCC  DOR E 3610007974322    EA CX NF3 F376SPA0250001  I          0 F A1 0216000009 331 000001 01 1A  02
   WAREHOUSE LOCATION          DOLT 8216  SERV BAL  0  NOMENCLATURE CUTTER PLACTIC CARD   UNIT PRICE $199.00
   DCC  ISU B 8010001605707    GL C2 XB3 0364MPA2000530  R          0 F A1 0219015600 330 000006 01 9P  10
   WAREHOUSE LOCATION 37A001A001 DOLT 8273 SERV BAL 16 NOMENCLATURE THINNER DOP/LAG 4GL   UNIT PRICE   $2.00
   DCC  ISU B 8520001625629    BX C2 XB3 0307SUA2100112  R          0 D A1 0215000090 330 000002 01 1A  06
   WAREHOUSE LOCATION 36A027E022 DOLT 8216 SERV BAL  1 NOMENCLATURE BL SFTY RAZORSP PCK   UNIT PRICE   $2.05
   DCC  ISU B 9150009057099    QT C2 XB3 0374TAA2160101  R          9 F A1 0216003053 330 000000 01 1A  09
   WAREHOUSE LOCATION 40A006A003 DOLT 8221 SERV BAL 42 NOMENCLATURE OIL MIL-L-23699       UNIT PRICE   $2.14
   DCC  ISU K 1325009440993    EA C2 XB3 S0055102150001  N          U F A1 0216002639 000 000003 01 1A  24
   WAREHOUSE LOCATION          DOLT 8216  SERV BAL  0  NOMENCLATURE EY93 SHAFT DRIVE  01700 UNIT PRICE  $.91
   DCC  SHP B 1660001404060    EA 13 XD2 FB6061A2010456  F FB2030   S F A1 0201010037 071 000001 01     35
   WAREHOUSE LOCATION 36A047B025 DOLT 8201 SERV BAL  0 NOMENCLATURE TURB COO              UNIT PRICE $2,919.00
   DCC  TRN E 1730005297891    EA 15 NF0 FE6061A1660105  F          A F A1 0166000533 000 000001 01 1A
   WAREHOUSE LOCATION 38A004A001 DOLT 8166 SERV BAL  0 NOMENCLATURE SERVICING UNIT,MULT   UNIT PRICE $12,000.00

   PLEASE RETURN THIS LIST TO DOCUMENT CONTROL PRIOR TO 1600 HRS
   TODAY, INDICATING THOSE DOCUMENTS IN PROCESS AND THE REASON FOR THEIR DELINQUENCY.

   BRANCH CHIEF SIGNATURE.........................DATE.........
```

1. DCC - DOCUMENT CONTROL CARD: IT SHOWS ALL THE INFORMATION ON THE SOURCE DOCUMENT.

2. ADDTION INFORMATION AT THE REQUEST OF THE BRANCH SUPERVISOR.

DAILY DELINQUENT DOCUMENT LISTING

The extract facing this page is a sample from a Daily Delinquent Document Listing. This printout has no report control number. That is because it is produced from document control cards instead of an internal record.

The sequence and format varies from base to base depending on its needs and the needs of the major command. For this reason, a standard format and sequence for this listing is not practical.

The Daily Delinquent Document Listing should normally be produced in transaction date sequence. However, branch supervisors may have their portion of the listing produced by TRIC code, output device, document number, etc. In other words, they may have the listing printed in the sequence that helps them most.

The sample is annotated with the types of information found on Daily Delinquent Document Listings. Not every base would want or need all the information given here.

Before continuing with the lesson, write short responses to the following questions and statements. Then complete the criterion exercise that follows.

Q18. The Daily Delinquent Document Listing is used by monitors to ____.

Q19. How is the Daily Delinquent Document Listing sequenced?

Q20. Copy the names of the reports and listings below. For each indicate the control number (if there is one). Following each name, write the letter(s) of the description(s) that correctly match the listing.

___ Daily Delinquent Document Listing

___ Daily Reject Listing

___ Daily Transaction Register

___ Daily Document Register

a. Used to identify personnel who need additional training on remotes

b. Used to trace delinquent documents

c. Shows who is causing reject conditions

d. Lists only those transactions which successfully processed through the computer

e. Shows base supply customers what transactions processed for them that day

f. Lists source documents not processed within five workdays

g. Shows all transactions affecting a particular stock number that processed on a given day

Several times in this lesson we have mentioned the Document Control Section. It is normally manned by Inventory Management Specialists, so you probably won't be assigned there. However, the duties of this section require cooperation throughout Base Supply, so it is important that you understand a little about them.

Thousands of documents are initiated in the Base Supply system each year. Final responsibility for the correctness of these documents rests with the Document Control Section in the Supply Systems Branch.

Document Control's primary responsibility is to insure that each transaction affecting any stock record is processed through ADPM. (This is necessary to insure that computer records are correct.) In other words, they make sure that every receipt, issue, turn-in, shipment or transfer is input to update the internal stock records. Each of these transactions either adds to or takes away from the total stock balance. Therefore it is essential to insure that every transaction is input and processed through the computer.

Another responsibility of Document Control personnel is to perform final quality control on all supply documents they process. At this point we should take time to explain the difference between the terms "quality control" and "final quality control". Every person in Base Supply who handles a document is responsible for checking it for proper signatures, stamps, dates, and other entries. This is called quality control. For example, if you are the receiving clerk and are given a receipt from a source of supply to process, you are supposed to make sure all the required entries have been made on the document. If a required entry is missing, you should correct the error before the document is sent to the Document Control Section. This will save a lot of time when final quality control is performed.

When copies (usually copy 1) of supply transaction forms (called source documents) arrive in Document Control, they are checked for completeness and then divided into work process files according to the type of document.

During end-of-day (EOD) processing, the computer outputs one card for every source document that processed successfully through the computer. These cards, called document control cards (DCC), are forwarded to the Document Control Section. There Document Control clerks compare them against the source documents in the work process files. When doing this, the clerks check to make sure that there is a source document for every DCC card, that the information on the document matches that on the card, and that the document has been completed correctly. This is called final quality control.

Errors or omissions on the source documents are corrected by Document Control personnel when such action is practicable. Otherwise the document will be returned to the responsible activity for immedicate correction before being returned to Document Control.

Too much emphasis cannot be placed on quick processing of source documents by everyone involved with them. These documents normally become delinquent if they have not been completely processed and cleared within five workdays of the time they were first output. To find out which documents are delinquent, Document Control clerks screen the DCC card file against the source document files every day.

All DCC cards that represent delinquent documents are hand carried to ADPM and input to produce the Daily Delinquent Document Listing (which we have just learned about).

The source documents you process are considered very important pieces of paper. If you are careless and don't process them correctly, you are not doing your job and may have to answer embarassing questions.

After source documents have been completed and processed, and final quality control has been performed on them, they are either filed in the appropriate document file or destroyed.

Most of the duties that have been discussed in this portion of the lesson probably will not be your responsibility. But while chances are slight that you will be working in the Document Control Section, you will definitely work with it. It is important for you to perform initial quality control on all the documents you handle, making sure that they have all the required entries. You must also be sure that you handle all documents with appropriate timeliness. You don't want to be responsible for any delinquent documents.

See how much you remember about the functions of the Document Control Section by writing short responses to the following:

Q21. When you check supply transaction documents for complete signatures, dates, stamps, or other entries, this is called:

Q22. Normally, how many workdays pass before a document is considered delinquent?

Q23. Who performs final quality control?

SUMMARY

In this lesson you have learned about some of the listings which are essential to a smooth supply operation.

The Stock Number Directory/M14 is a listing that is especially important to Materiel Facilities Specialists. It is the external printout of the internal item records. It serves storage and issue personnel as a warehouse locator listing and is also a valuable research tool for receiving clerks and inspectors.

The Daily Reject Listing/D02 is a daily print out of all the rejects that have occurred during the day. It is used to identify those activities or individuals that are causing reject conditions.

The Daily Document Register/D04 lists all transactions that have successfully processed through the computer on a given day. Customers of Base Supply receive the part of the listing that shows transactions affecting their shop. Materiel Facilities personnel are most concerned with part 1 of this listing which contains, among other things, warehouse changes.

The Daily Transaction Register/D06 differs in format from the D04 in that it is grouped by stock number rather than organization. This listing is used to determine all the transactions that have occurred for a particular stock number on a given day.

The Daily Delinquent Document Listing identifies those source documents which are overdue in the Document Control Section (normally, documents that are more than five workdays old.)

The final part of the lesson discussed the duties of the Document Control Section. It is this section's responsibility to insure that each transaction affecting any stock record is processed through ADPM. While you should not be assigned to this section, you must work closely with it. You will do this by performing initial quality control on all documents you handle, and by processing documents in a timely manner. Your supervisor may also be involved with tracing delinquent documents.

This completes the lesson on reports, listings and document control. Review the objective listed on the first page. When you feel confident about the material covered, you are ready to take the lesson appraisal.

Block II, Lesson 6

Answers to Questions in the Text

Q1. Internal item records

Q2. Monthly

Q3. Post-post operations

Q4. Ascending stock number and system designator within type account

Q5. M14

Q6. $107.00

Q7. 19A 013 D007

Q8. To identify activities or individuals that are causing reject conditions and to insure that all rejects are cleared

Q9. The second part

Q10. System designator and input device, and by TRIC code for each device

Q11. 62

Q12. D04

Q13. All transactions which successfully processed through the computer

Q14. System designator, type account, and document number (down right column)

Q15. D06

Q16. System designator, type account, then stock number and transaction serial number

Q17. To provide information on all transactions that have processed, which affect a particular stock number

Q18. Trace delinquent documents

Q19. This is a local management decision

Q20:

Daily Document Listing b, f

D02 Daily Reject Listing a, c

D06 Daily Transaction Register d, g

D04 Daily Document Register d, e

Q21. Quality control

Q22. Five

Q23. Document Control Section

Q24. Document Control Cards

PROGRAMMED TEXT 147

002-02-07-01

Technical Training

Materiel Facilities Specialist

REJECTS, MANAGEMENT NOTICES, AND INQUIRIES

March 1978

LOWRY TECHNICAL TRAINING CENTER
3440th Technical Training Group
Lowry Air Force Base, Colorado

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Supply Training Branch
Lowry Air Force Base, Colorado 80230

PT G3ABR64531 000
March 1978

REJECTS, MANAGEMENT NOTICES, & INQUIRIES

SCOPE

In this lesson we are going to discuss rejects, management notices, and inquiries. These transactions deal with internal computer records. Rejects result when the computer detects an error while attempting to process a transaction. Management notices are produced by the computer to alert you of a special condition. Although management notices do not always require action, they do aid in processing transactions. Inquiries are input to the computer to obtain information from internal records. They are very useful when utilized properly. To become a productive worker in Base Supply you must become familiar with and be able to process each of these transactions.

OBJECTIVES

(1) Determine corrective and/or required action for three reject and management notices.

(2) Prepare an inquiry input and interpret at least six data elements from inquiry output notices.

DIRECTIONS

To complete this lesson, you will need an extract of AFM 67-1, AIS Module Test Form #2, a piece of scratch paper, and one blank AF Form 1991.

Supersedes AV 001-04-04-01 and IS 001-04-04-02, no dates

Recently, you learned how to operate the Remote Keyboard Printer. Hopefully, all your inputs were accepted by the computer.

There are occasions, however, when the computer will reject your input. There are two reasons for a reject. First, the computer does not contain the internal data required for processing the input transaction, or second, and most common, an error was made on the input. Incorrect inputs cost money in terms of man hours and materials. An error must be corrected so that the input is accepted and processed.

Let's cover an internal problem first. Suppose you work in the Receiving Section and a shipment of property is delivered to you for receipt processing. When you attempt to process the receipt, the computer rejects your input because the due-in document number is not loaded in the internal records of the computer. You know that the due-in document number must be loaded before this transaction can be processed. In this case, the computer will reject the input because the necessary internal data is not available.

The other reason for a reject is because of an error upon input. This could result from the Remote Keyboard Printer operator typing in the wrong information or the input being prepared incorrectly.

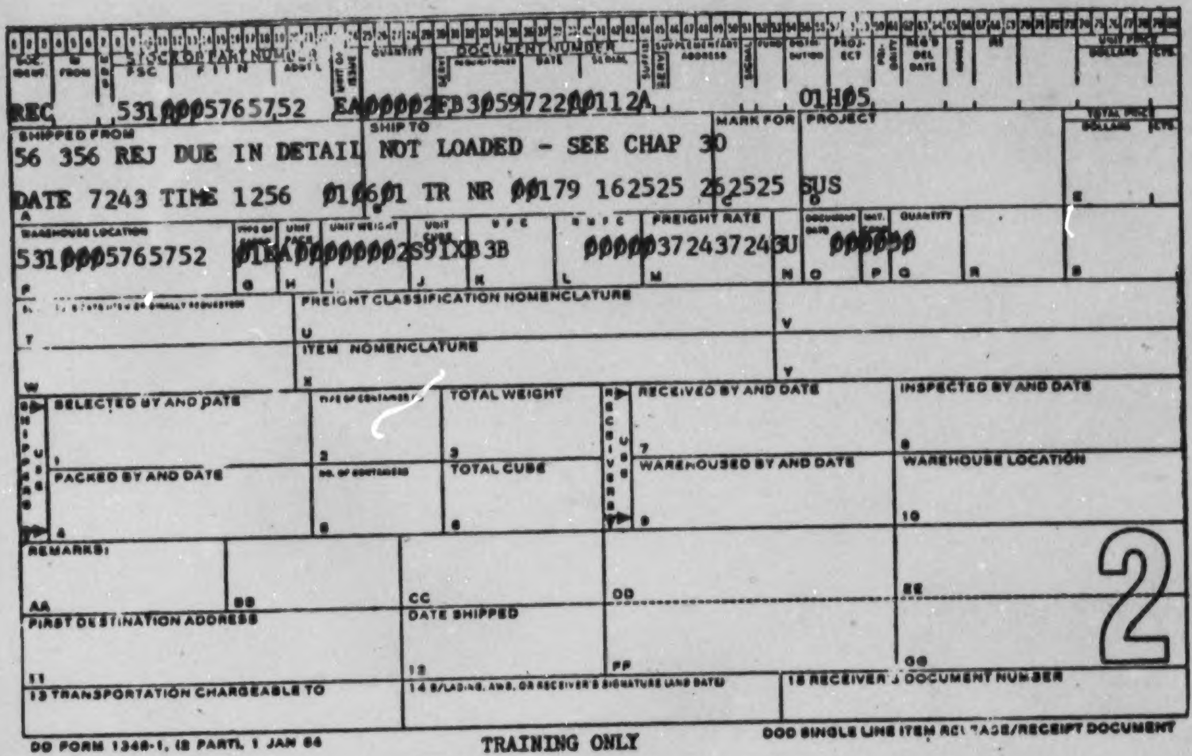
Regardless of the reason, when an error is made on an input, the computer will let you know. You will receive an output which will identify the reason for the reject. The purpose of a reject notice, then, is to identify the type of reject.

As soon as the computer detects an error on an input or cannot locate the required internal record, the reject program takes over and stops the processing of your transaction. The computer cannot stop you from typing in erroneous data, but it can and will stop processing your request. When this happens, you are notified of the action by a reject notice.

When an input is rejected, two separate actions take place and both are the result of the reject program. First, as we have mentioned, a reject notice is produced and second, the computer establishes an internal record of the rejected data. This record is called the error suspense record.

These two actions taken by the reject program are like the action taken on a bad check. The bank does not pay out any money and it keeps a record of the transaction until corrective action is taken.

You can see that reject notices are important because they tell you that some type of action must be taken in order to reprocess the input. Once the input processes, the error suspense record for that reject will be cleared. Each reject notice is assigned a three digit numeric code followed by the letters "REJ" meaning, of course, reject. The code relates to an explanation of the reject and the action required to clear it. All of these codes are listed in AFM 67-1, Volume II, Part Two, Chapter 30. Figure 1 is an example of a 356 reject. Notice that besides the "356 REJ" there is also a plain language phrase which tells you in general terms what is wrong with your input or why the reject occurred. The 356 reject notice tells us that the due-in detail record is not loaded-see chapter 30.



REC 5310005765752 EA00002FB305972200112A 01H05

SHIPPED FROM | SHIP TO

56 356 REJ DUE IN DETAIL NOT LOADED - SEE CHAP 30

DATE 7243 TIME 1256 010601 TR NR 00179 162525 262525 SUS

WAREHOUSE LOCATION

5310005765752 01EA000000002S91XB 3B 0000037243724 3U 000050

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE

SELECTED BY AND DATE | TOTAL WEIGHT | RECEIVED BY AND DATE | INSPECTED BY AND DATE

PACKED BY AND DATE | TOTAL CUBE | WAREHOUSED BY AND DATE | WAREHOUSE LOCATION

REMARKS:

FIRST DESTINATION ADDRESS | DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO | 14 B/LADING, AWB, OR RECEIVER'S SIGNATURE (AND DATE) | 15 RECEIVER'S DOCUMENT NUMBER

2

DD FORM 1348-1, (2 PART), 1 JAN 64

TRAINING ONLY

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

Figure 1

In other words, the receipt you tried to process cannot be accepted because the due-in document number (card columns 30-43) is not loaded in the computer. The phrase also references a place for you to go and find what corrective action is required.

As we stated earlier, all corrective actions are listed in chapter 30. Each type reject has a three-digit code that identifies it. This three-digit code is followed by the letters "REJ." Chapter 30 lists all of these codes in numerical sequence. Obtain the extract of AFM 67-1 and locate the 356 reject on page 30-56b.

Below the first section, locate the section entitle "action." The first part of the entry explains the format for the reject notice. Below this is the section that spells out the corrective action that you must take in order to successfully process the transaction. In this case, you would correct the input document number (card columns 30-43) and reinput. Paragraphis "a" through "e" listed in the section below the "action" line identify additional corrective action steps for specific conditions.

Do not be concerned about trying to remember all rejects and their respective corrective actions. As you can see, that would be an impossible task for even the most experienced supply personnel. The point to remember is where to find corrective action for a reject.

Why is this important? Think about it. All transactions have a purpose behind them, so if you tried to make an input you must have had a reason. Therefore, when you get a reject, you must find out what you did wrong, take corrective action, and then reinput the transaction. By doing so, you accomplish not only the purpose of the original transaction, but you also clear the reject as well. You should do this as soon as possible because, as a general rule, rejects should be processed and cleared within one workday.

At the end of every workday, the computer uses the error suspense records to prepare the Daily Reject Listing. (You learned a little about the reject listing in the last lesson). This listing is then distributed to each branch at the beginning the next workday. Because the Daily Reject Listing is a product of the error suspense records, it shows every reject that has occurred. Remember, once the reject has been cleared, it will be erased from the error suspense record and no longer appear on the Daily Reject Listing.

This completes the part of the lesson on rejects. Let's test what you've learned so far. Answer the following questions on a sheet of scratch paper. Once you have finished, check your responses with the answer key located at your instructor's desk.

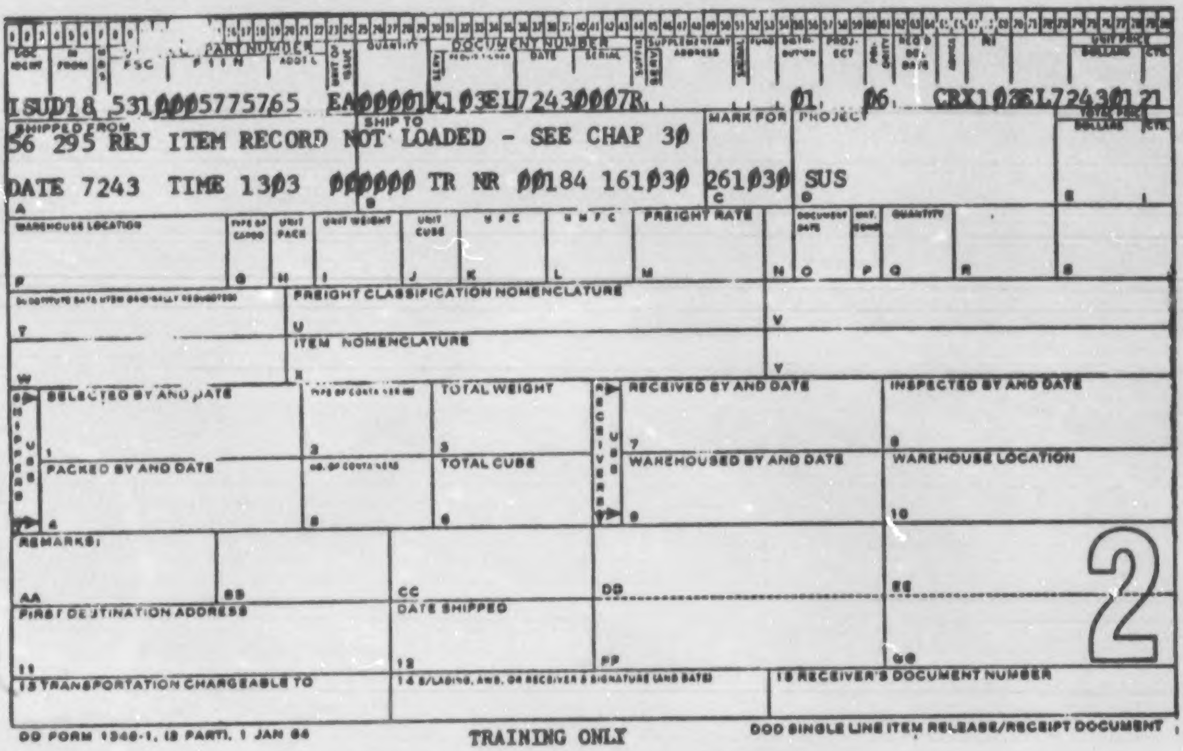
Q1. What are the two reasons for a reject?

Q2. What is output when a typing error is made?

Q3. When is the error suspense record created?

Q4. Each reject is assigned a ____________ digit numeric code followed by the letters "REJ."

Q5. Research chapter 30 of AFM 67-1 for the reject shown in figure 2 below and write down the corrective action.



ISUD18 531 0005775765 EA00001K103EL72430007R 01 06 CRX103EL72430121

56 295 REJ ITEM RECORD NOT LOADED - SEE CHAP 30

DATE 7243 TIME 1303 000000 TR NR 00184 161030 261030 SUS

TRAINING ONLY

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

Figure 2

As you have learned, rejects occur when an error has been made. However, a mistake is not the only thing that stops computer processing. Sometimes the computer stops when it needs your help. It tells you this with a management notice.

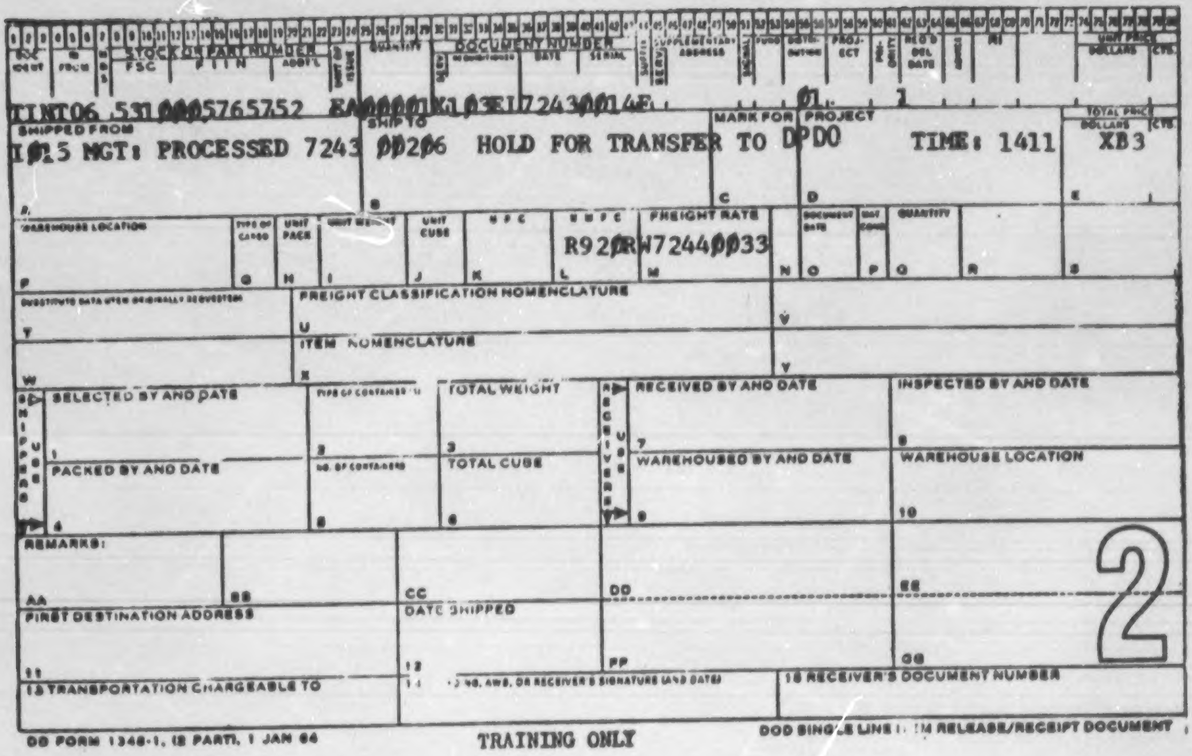
Management notices are output by the computer primarily to initiate some sort of action on your part. Since the computer cannot make external decisions, your expertise is required. You possess the knowledge and experience required to make these types of decisions.

A management notice tells you that an external decision or some external action must be taken before the computer can process a particular transaction. So you see, the computer cannot do everything!

Just like reject notices, management notices are also identified by a three digit alpha/numeric code. In most cases, the code is preceded by a letter. We will be concerned only with the letter "I" because it appears on the management notices you'll process most often.

Following the alpha/numeric code the letters "MGT" will appear on a management notice. A plain language phrase describing what decision must be made, or what action should be taken will follow the letters "MGT."

As was the case with rejects, all management codes are listed in chapter 30 of AFM 67-1. Figure 3 is an example of a I015 management notice.



DOC IDENT | RI FROM | M&S | STOCK OR PART NUMBER: FSC, FIIN, ADD'L | UNIT OF ISSUE | QUANTITY | DOCUMENT NUMBER: REQUISITIONER, DATE, SERIAL | SUFFIX | SERV | SUPPLEMENTARY ADDRESS | SIGNAL | FUND | DISTRIBUTION | PROJECT | PRIORITY | REQ'D DEL DATE | ADVICE | RI | UNIT PRICE: DOLLARS, CTS

TINT06 5310005765752 EA00001K103EI72430014F 01 1

SHIPPED FROM A: I015 MGT: PROCESSED 7243

SHIP TO B: 00206 HOLD FOR TRANSFER TO

MARK FOR C: DPDO

PROJECT D: TIME: 1411

TOTAL PRICE DOLLARS CTS E: XB3

WAREHOUSE LOCATION F | TYPE OF CARGO G | UNIT PACK H | UNIT WEIGHT I | UNIT CUBE J | NFC K | UMFC L | FREIGHT RATE M: R920RW72440033 | N | DOCUMENT DATE O | MAT COND P | QUANTITY Q | R | S

SUBSTITUTE DATA ITEM ORIGINALLY REQUESTED T

FREIGHT CLASSIFICATION NOMENCLATURE U

V

W

ITEM NOMENCLATURE X

Y

SHIPPER: SELECTED BY AND DATE 1 | TYPE OF CONTAINER 2 | TOTAL WEIGHT 3

PACKED BY AND DATE 4 | NO. OF CONTAINERS 5 | TOTAL CUBE 6

RECEIVER: RECEIVED BY AND DATE 7 | INSPECTED BY AND DATE 8

WAREHOUSED BY AND DATE 9 | WAREHOUSE LOCATION 10

REMARKS: AA | BB | CC | DD | EE

2

FIRST DESTINATION ADDRESS 11 | DATE SHIPPED 12 | FF | GG

13 TRANSPORTATION CHARGEABLE TO | 14 ... NO. AWB, OR RECEIVER'S SIGNATURE (AND DATE) | 15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1, (2 PART), 1 JAN 64 TRAINING ONLY DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

Figure 3

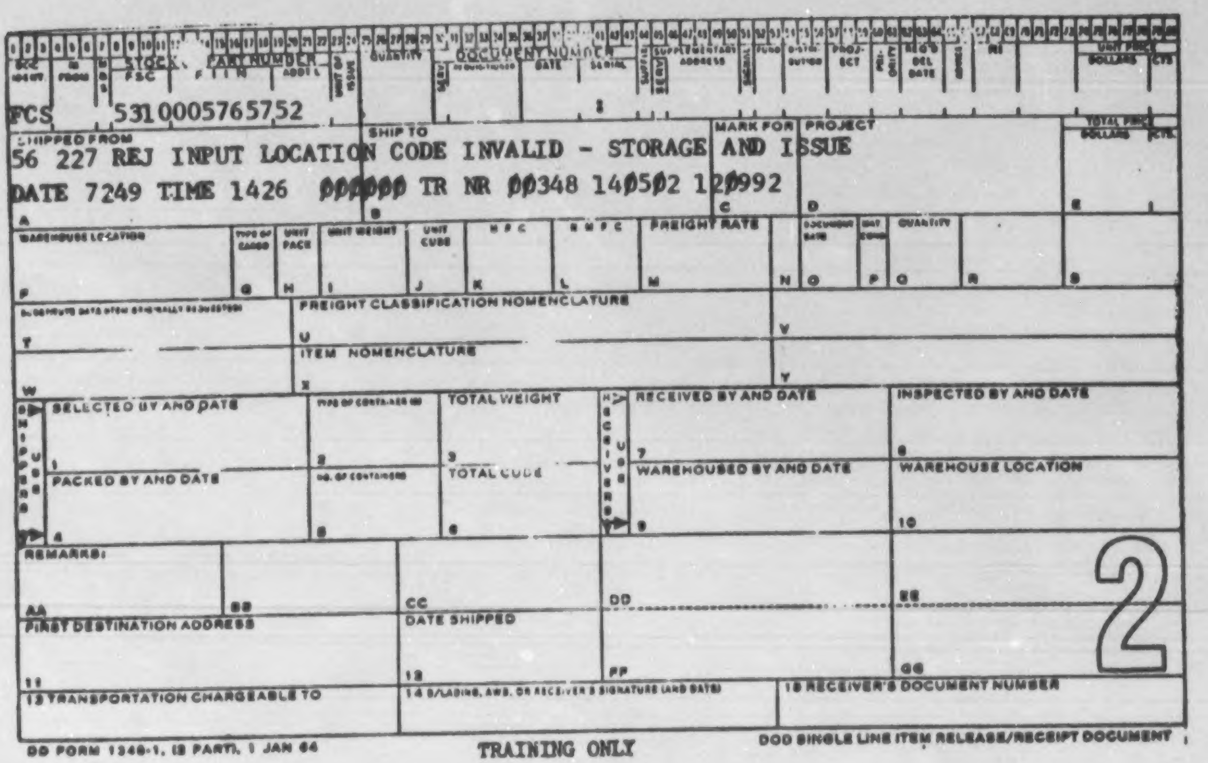
What action would you take with this management notice? To find out, turn to page 30-144 of the AFM 67-1 extract. Well, according to the entry for I015, the required action is to hold the property in a holding area pending receipt of DD Form 1348-1, Transfer to DPDO.

Let's consider an example of how a management notice is used. Suppose an organization requests four aircraft tires from Base Supply. The supply personnel process this request through the computer and it determines that since three tires are available in the warehouse they will be issued and the fourth tire will be back ordered. The computer will output a management notice telling the supply personnel of the situation so that the information can be passed on to the requesting organization.

As you can see, the computer is not capable of doing everything. You have learned that the computer is programmed to do a variety of things;however, some decisions cannot be made by the computer. This is where you, the specialist, come in handy. Because of your ability to make decisions, it's up to you to assist the computer in processing transactions.

Let's take a break and answer the following questions. Record your answers on a piece of scratch paper. Remember to check your answers against the answer key at the instructor's desk.

Q6. What is output if the computer is not able to process an input because the necessary internal data is not available?



STOCK PART NUMBER
FSC
QUANTITY
DOCUMENT NUMBER
DATE
SERIAL
SUPPLEMENTARY ADDRESS
FUND
PROJECT
UNIT PRICE DOLLARS CTS

FCS 5310005765752

SHIPPED FROM
SHIP TO
MARK FOR
PROJECT
TOTAL PRICE DOLLARS CTS

56 227 REJ INPUT LOCATION CODE INVALID - STORAGE AND ISSUE

DATE 7249 TIME 1426 000000 TR NR 00348 140502 120992

WAREHOUSE LOCATION
UNIT PACK
UNIT WEIGHT
UNIT CUBE
FREIGHT RATE
QUANTITY
FREIGHT CLASSIFICATION NOMENCLATURE
ITEM NOMENCLATURE
SELECTED BY AND DATE
TOTAL WEIGHT
RECEIVED BY AND DATE
INSPECTED BY AND DATE
PACKED BY AND DATE
NO. OF CONTAINERS
TOTAL CUBE
WAREHOUSED BY AND DATE
WAREHOUSE LOCATION
REMARKS:
FIRST DESTINATION ADDRESS
DATE SHIPPED
13 TRANSPORTATION CHARGEABLE TO
14 B/LADING, AWB, OR RECEIVER'S SIGNATURE (AND DATE)
15 RECEIVER'S DOCUMENT NUMBER

2

DD FORM 1348-1, (2 PART), 1 JAN 64

TRAINING ONLY

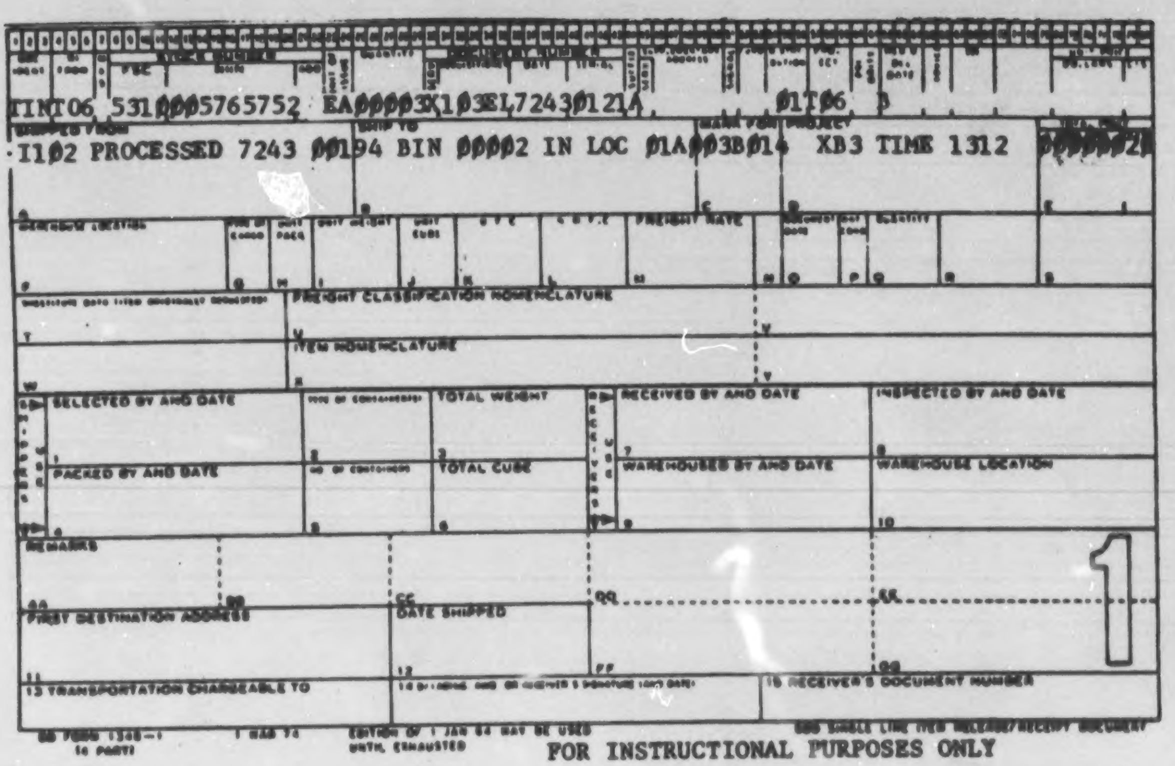
DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

Figure 4

Q7. Rejects are recorded on what record?

Q8. When is a management notice output?

Q9. On what page in the AFM 67-1 extract would corrective action be found for the reject notice in figure 4?



TINT06 5310005765752 EA00003X103EL72430121A 01T06 B

I102 PROCESSED 7243 00194 BIN 00002 IN LOC 01A003B014 XB3 TIME 1312 000002

SELECTED BY AND DATE

TOTAL WEIGHT

RECEIVED BY AND DATE

INSPECTED BY AND DATE

PACKED BY AND DATE

TOTAL CUBE

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS

FIRST DESTINATION ADDRESS

DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

1

FOR INSTRUCTIONAL PURPOSES ONLY

Figure 5

Q10. What action is to be taken for the management notice shown in figure 5?

So far we have discussed two ways the computer asks for your help. The final part of the lesson we'll be concerned with is just the reverse. Now you can get help from the computer. As you learned in Block 1, data is contained in both internal (basic, detail, and support) and external (work listings and suspense files) records. When you need information you should always try to find the answers in work listings or suspense files first. All of the management products you heard about in the last lesson are there for you to use. This is because obtaining information from the internal records requires the use of costly computer time that could be used for higher priority requests. For example, if you wanted to find the warehouse location for an item you should check the Stock Number Directory since it lists warehouse locations.

However, if the information you are trying to locate is not available in work listings or suspense files, you must ask the computer. This is called an "inquiry."

The computer is loaded with information and is willing to tell you anything it knows, as long as you ask in the right format. The correct format is in the form of an inquiry. The purpose, then, of an inquiry is to obtain information from an internal record stored in the computer.

As you know, the only way to converse with the computer is through the use of an input that is in the proper format. For inquiry inputs, you must prepare either an AF Form 1530 or AF Form 1991. For school purposes you will use AF Form 1991. AF Form 1530 is ideal for field use because it can accomodate numerous requests. For all inquiries the computer will produce an output notice that contains the requested data. The output notice is DD Form 1348-1.

Figure 6 is the format to follow when preparing an inquiry. As you can see, it specifies the type of data to put in each card column. Card column 7 is where you are required to indicate the type of inquiry you are processing. These types are explained in note 1 of figure 6. Because this is such an important entry on the input, let's discuss each of the types listed in detail as we proceed through the remainder of this lesson. (Incidentally, there are many more that are not shown here.) Take a minute to examine the information available for each type of inquiry listed.

Take a few minutes to examine the format in figure 6. Then we'll go through the step by step procedures for preparing an inquiry.

INQUIRY FORMAT

Card Columns	Information	Comments
1-3	TRIC	INQ
7	Type Inquiry Designator	See Note 1
8-22	Stock Number	
30-43	Document Number	Type "7" Inquiry Only

//

Note 1: Type Inquiry Designators are as follows:

Designator	Data to be Obtained
1	System Designator, Unit of Issue, Quantity on hand in the Warehouse, Security Classification, Unit Cost, and Warehouse Location
2	List all detail records for the input stock number (Due-in, Due-out, Supply Point, and Equipment details)
7	Tells whether or not the input document number is loaded in the computer
/ (slash)	Provides exception and stock control data. Lists all exception codes for the input stock number

Figure 6

Let's prepare an inquiry following the format in figure 6. Before we begin, make sure you have a blank AF Form 1991.

Be sure to complete each entry as we discuss it. According to the format, card columns 1 through 3 will be the first entry. This entry is called the TRIC (transaction identification code). The TRIC for an inquiry is "INQ." So complete the first three card columns now.

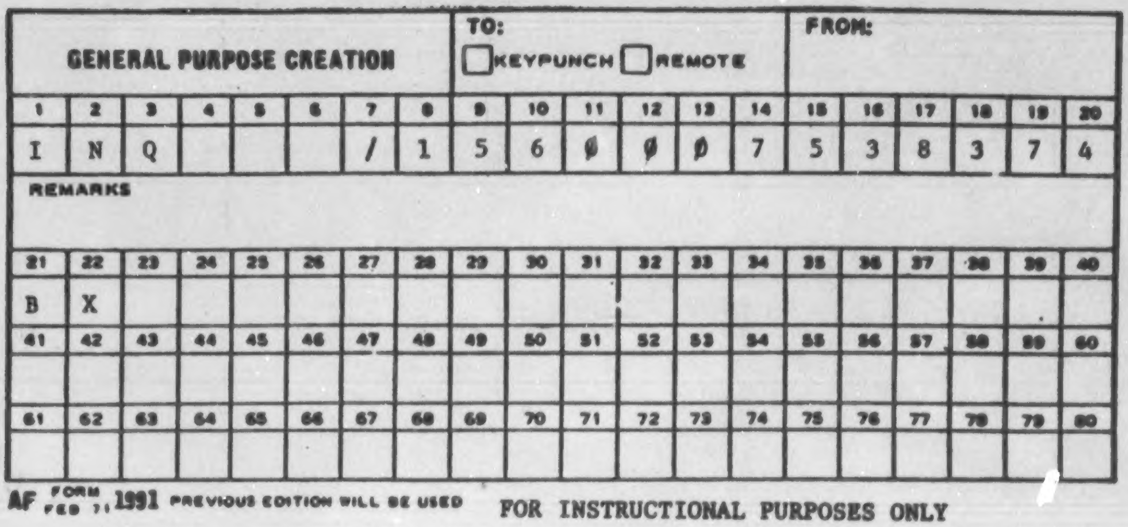
Card column 7 is the next required entry. It contains the type inquiry designator code. This code is determined by the type of information desired. Some of the choices are explained in note 1. For example, if you needed to know the unit price for an item, you would process a type "1" inquiry. Why? Because unit cost is listed with the data to be obtained for a designator of "1."

Complete card column 7 of your AF Form 1991 by selecting and entering the appropriate type inquiry designator that will provide the issue exception code of an item.

Your final task in completing this problem is to enter the stock number. The stock number is placed in card columns 8 through 22. Let's say that the stock number for this problem is 1560007538374BX. Enter it now!

Now take a second to check your work. Compare the AF Form 1991 you just completed against the completed one in figure 7. Hopefully your AF Form 1991 is a duplicate of the one in figure 7.

1·62



GENERAL PURPOSE CREATION								TO: ☐ KEYPUNCH ☐ REMOTE						FROM:					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
I	N	Q				/	1	5	6	0	0	0	7	5	3	8	3	7	4
REMARKS																			
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
B	X																		
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80

AF FORM FEB 71 1991 PREVIOUS EDITION WILL BE USED FOR INSTRUCTIONAL PURPOSES ONLY

Figure 7

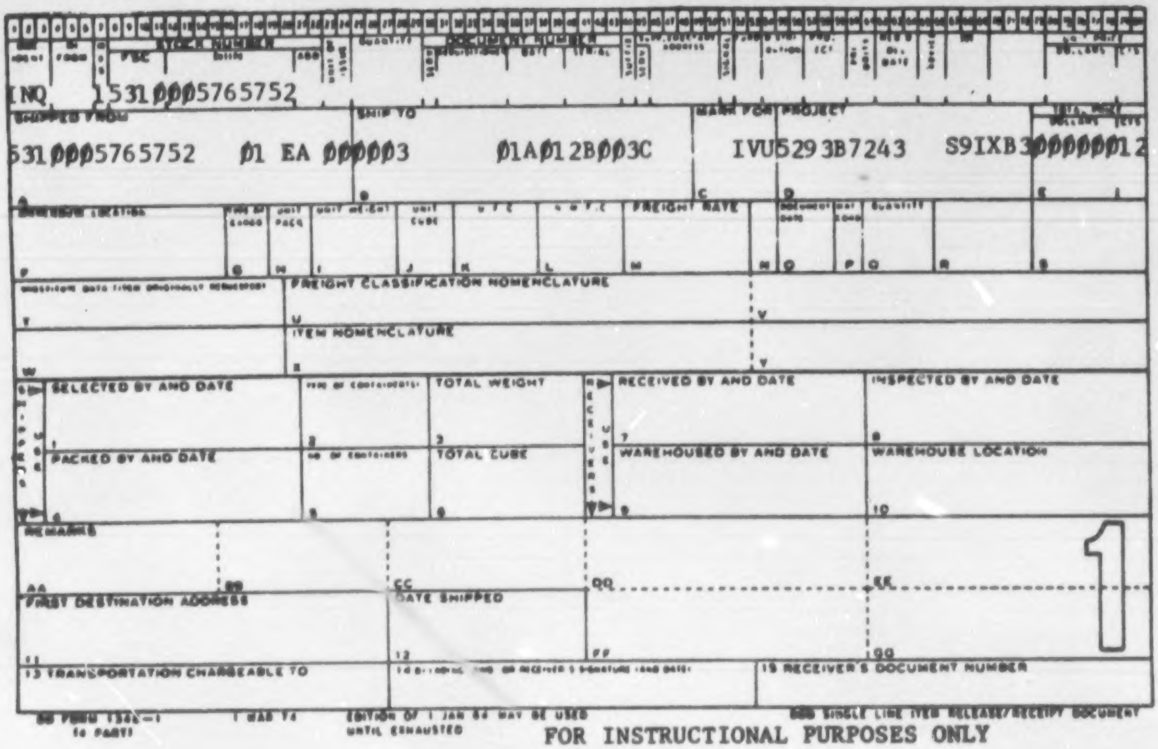
Notice that the format indicates that some inputs require an additional entry in card columns 30-43. However, note 1 explains that the document number is entered only if you are preparing a type "7" inquiry. Unlike other inquiries, the type "7" inquiry must contain a document number instead of a stock number.

Let's look at an example of when a type "7" inquiry is used. Say you ordered a desk for your office last month. Because you have not received it, your supervisor directs you to find out what has happened to the order. (This is called status Since Base Supply furnished you with a document number for the order at the time it was placed, you should use it when inquiring the computer. Remember, a type "7" inquiry will contain a document number, not a stock number.

There are many different types of inquiries (the format shows only a few) and a great deal of information is printed on each output notice that results from an input. For this lesson you are not expected to interpret all of the information on every output notice. However, you must be able to interpret the more important portions.

Let's start with the type "1" inquiry. You will need a copy of the AFM 67-1 extract to complete this problem. Figure 8 is an example of a type "1" inquiry. How do we know for sure that this is in fact a type "1" inquiry? Well, look at the first line of print (commonly referred to as the input image). Notice that a "1" appears directly below card column 7. Can you remember what card column 7 on an inquiry format identifies? If you have forgotten, then refresh your memory by looking at the inquiry format in figure 6. Hopefully, you determined that card column 7 identifies the type inquiry designator.

This confirms the fact that figure 8 is, in fact, a type "1" inquiry. Let's examine figure 8 closely and interpret selected information.



INQ 1531005765752

SHIPPED FROM

531005765752 01 EA 00003 01A012B003C IVU5293B7243 S9IXB30000012

SHIP TO

MARK FOR

PROJECT

FREIGHT RATE

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE

SELECTED BY AND DATE

TOTAL WEIGHT

RECEIVED BY AND DATE

INSPECTED BY AND DATE

PACKED BY AND DATE

TOTAL CUBE

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS

FIRST DESTINATION ADDRESS

DATE SHIPPED

1

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

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Figure 8

Chapter 23 of the AFM 67-1 extract is titled, "Management Produ[illegible] Since an inquiry output is considered a management product, this cha[illegible] will be our reference for interpreting inquiries. Open your AFM 67-1 extract to the table of contents. Notice that section D is titled, "File Interrogation System." Since "interrogation" is a fifty dollar word for inquiry this will be the section we'll use when interpreting an inquiry. Now turn your AFM 67-1 extract to page 23-58. This is the attachment that explains the output format on an inquiry. It explains the information contained in each card column of each line on the output form. We are mainly interested in the "Basic Item Record Data" which is shown on line 2 of the form and explained on the left side of page 23-58. Locate it now. Notice that the first entry under the heading is "Stock Number" which should be printed in card columns 1 through 15 on line two of the output notice in figure 8. Now check Figure 8 and locate the stock number.

Take a look at the next entry on the output form. It is 01 in card columns 17 and 18. What does this mean? According to the format on page 23-58 those card columns contain the system designator. Next comes the unit of issue, then the serviceable balance, and so on. The thing to remember is that you should use the format on page 23-58 to locate and interpret information of the output notice.

As previously mentioned, you will not be held responsible for memorizing all information printed on an inquiry output notice, but you will need to remember where to locate the appropriate format. The data highlighted in figure 8 represents the type of information you will normally be checking on.

Let's take a few minutes to test your understanding of interpreting a type "1" inquiry. Use figure 8 and your AFM 67-1 extract to answer the following questions. Record your answers on a piece of scratch paper. When you have finished, grade your work by using the answer key at the instructor's desk.

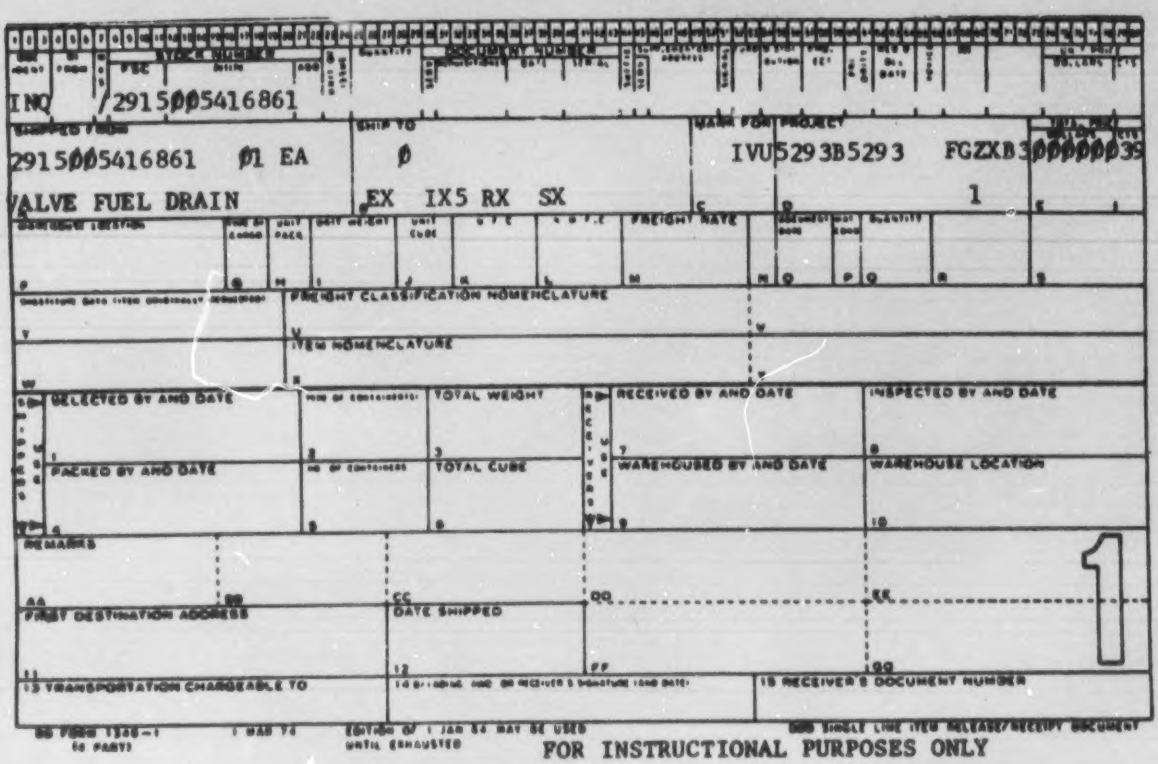
Q11. What is the controlled item code?

Q12. Which card columns contain the unit price of an item on a type "1" inquiry?

Q13. What is the serviceable balance for this item?

Now let's discuss the type "/" (slash) inquiry. Figure 9 is an example of a slash inquiry.

Notice that the second line of print contains the same information as the second line of print on a type "1" inquiry. Now let's focus our attention on the third line of print of figure 9. As before, refer to page 23-58 as we interpret the data on line 3 in figure 9.



INQ /2915005416861

SHIPPED FROM

291500005416861 01 EA

VALVE FUEL DRAIN

SHIP TO

0

EX IX5 RX SX

MARK FOR PROJECT

IVU5293B5293 FGZXB3000000039

1

FREIGHT RATE

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE

SELECTED BY AND DATE

TOTAL WEIGHT

RECEIVED BY AND DATE

INSPECTED BY AND DATE

PACKED BY AND DATE

TOTAL CUBE

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS

1

FIRST DESTINATION ADDRESS

DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1 1 MAR 74

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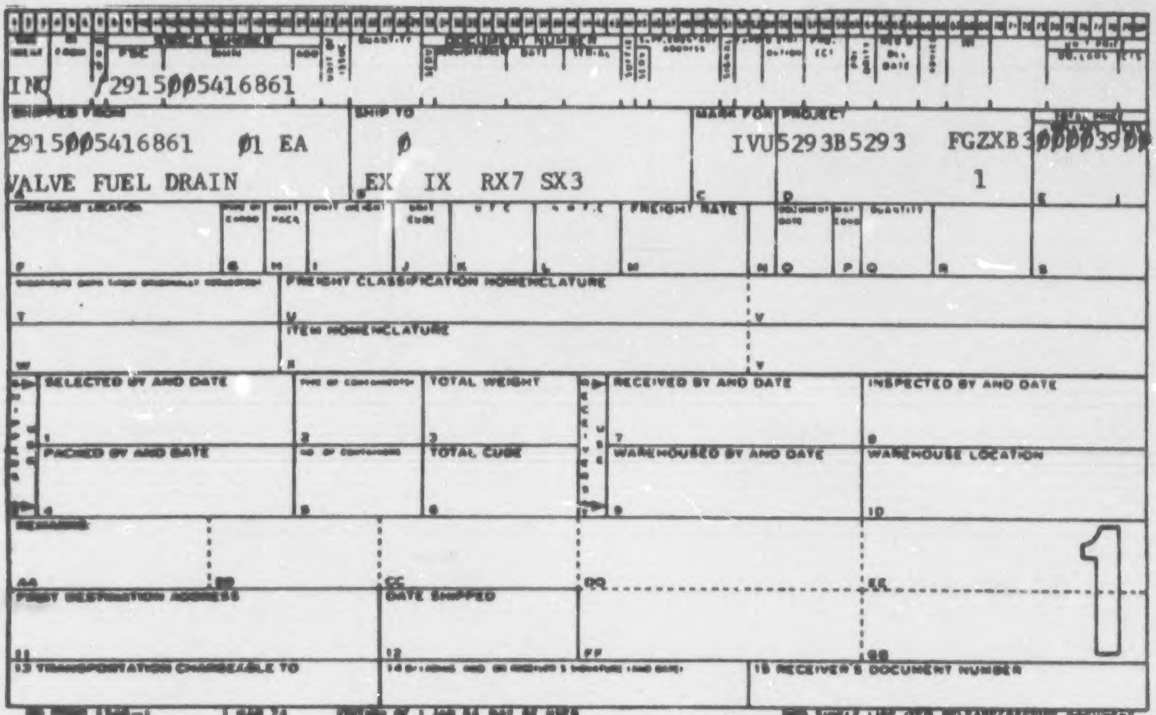
Figure 9

The format for interpreting line 3 in Figure 9 is located below the column titled, "Exception Data." Notice that the first entry under this heading is "Nomenclature" and that it is located in card columns 1 through 19. Now look at Figure 9 and locate the nomenclature "valve fuel drain."

The next entries on this line are used to show the type of exception code that has been assigned to the item. The IX5 in card columns 30-32 indicates that the item has an issue exception code 5. Because there are no assigned codes following the EX (excess exception), RX (requisition exception), and SX (shipment exception) we can assume that the item doesn't have them. If an exception code is assigned to an item it will appear immediately following the appropriate abbreviated phrase; otherwise it will be left blank.

Try this one! What is the shipment exception code for the item in Figure 10?



IN /2915005416861

2915005416861 01 EA

VALVE FUEL DRAIN

SHIP TO 0

EX IX RX7 SX3

MARK FOR IVU

PROJECT 5293B5293 FGZXB30000390

1

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE

SELECTED BY AND DATE

TOTAL WEIGHT

RECEIVED BY AND DATE

INSPECTED BY AND DATE

PACKED BY AND DATE

TOTAL CUBE

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS

FIRST DESTINATION ADDRESS

DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

1

DD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

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Figure 10

Looking at Figure 10, it's relatively easy to see that "3" is the shipment exception code, but did you follow the proper procedure? What is the proper procedure? Well, first you should have checked page 23-58 to determine in which card column the shipment exception code is printed. Then you would locate the shipment exception code in figure 10 using the information you obtained from page 23-58. Now that wasn't too difficult to figure out, was it?

Let's take a break and answer a few questions about a slash inquiry. Use page 23-58 and figure 10 to answer the following questions.

Q14. What is the issue exception code for the item in figure 10?

Q15. Which card column contains the requisition exception code?

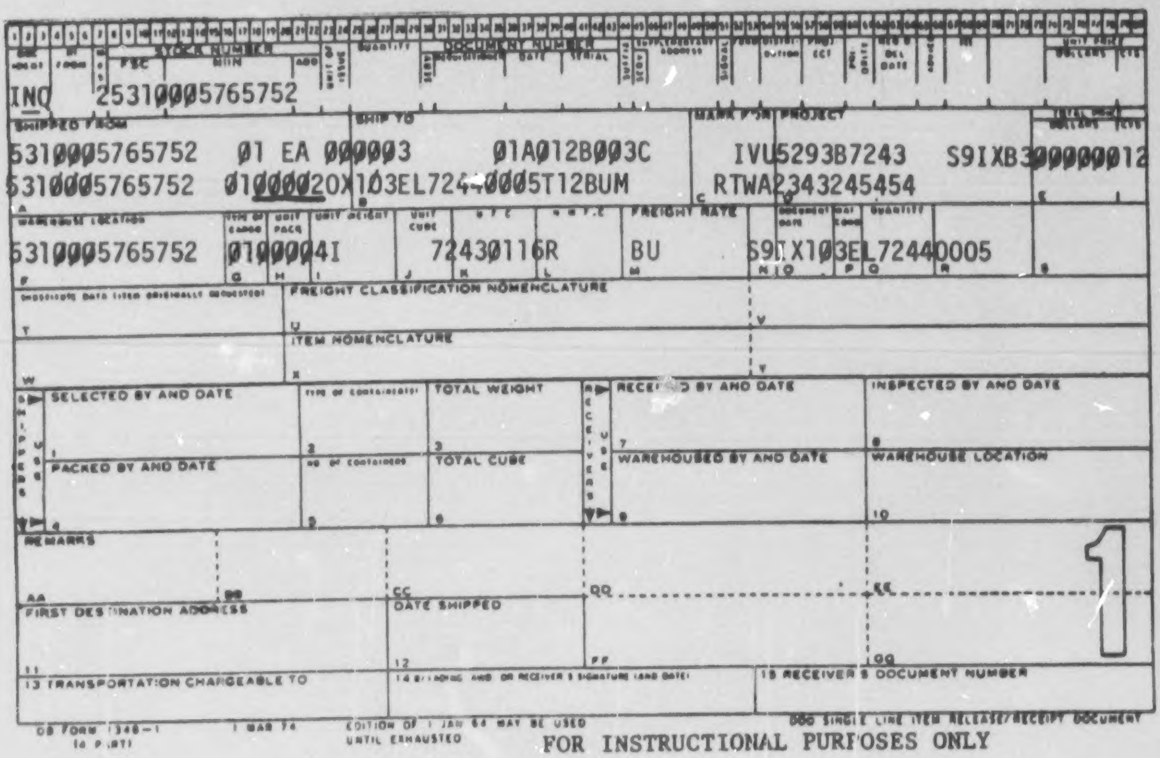
Q16. What information is printed in card columns 1 through 19 on line 3 of a slash inquiry?

Now, let's look at the type "2" inquiry. As indicated in note 1 of figure 6, a type "2" inquiry provides a list of all detail records that are linked to the item record of the input stock number. Figure 11 is an example of a type "2" inquiry.

Although chapter 23 is the basic guide used for interpreting inquiries, it is not the only reference used. It takes a lot of practice to know exactly where to go. We must use chapter 4 to interpret the detail records listed on a type "2" inquiry. Turn now to the table of contents for chapter 4 in your AFM 67-1 extract. As you can see, section C contains many different types of detail records. For school purposes, we will examine only the due-in and due-out detail records because they are the most frequently used.

Let's start with the due-out detail record. Turn to page 4-12A. The right-hand column of the upper half of the page shows the print positions on an inquiry printout for various bits of information. Notice the entries that are underlined. These entries represent the most important data about due-out detail records that you would find on an inquiry. Let's locate this data on Figure 11.

According to page 4-12A, the first bit of information to be located is the quantity due-out printed in card columns 18 through 22. Now look at line 3 of figure 11 and locate the quantity due-out. In this case the quantity due-out is 00002.



```
INQ  2531005765752
5310005765752   01 EA 00003       01A012B003C    IVU5293B7243    S9IXB30000012
5310005765752   010000020X103EL72440005T12BUM   RTWA2343245454
5310005765752   0100004I     72430116R    BU    S9IX103EL72440005
```

STOCK NUMBER
FSC
NIIN
QUANTITY
DOCUMENT NUMBER
DATE
SERIAL
PROJECT
UNIT PRICE
DOLLARS
SHIPPED FROM
SHIP TO
MARK FOR
TOTAL PRICE
WAREHOUSE LOCATION
UNIT PACK
UNIT WEIGHT
UNIT CUBE
FREIGHT RATE
QUANTITY
FREIGHT CLASSIFICATION NOMENCLATURE
ITEM NOMENCLATURE
SELECTED BY AND DATE
TOTAL WEIGHT
RECEIVED BY AND DATE
INSPECTED BY AND DATE
PACKED BY AND DATE
NO. OF CONTAINERS
TOTAL CUBE
WAREHOUSED BY AND DATE
WAREHOUSE LOCATION
REMARKS
FIRST DESTINATION ADDRESS
DATE SHIPPED
1
13 TRANSPORTATION CHARGEABLE TO
15 RECEIVER'S DOCUMENT NUMBER
DD FORM 1348-1 (6 PART)
1 MAR 74
EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED
DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

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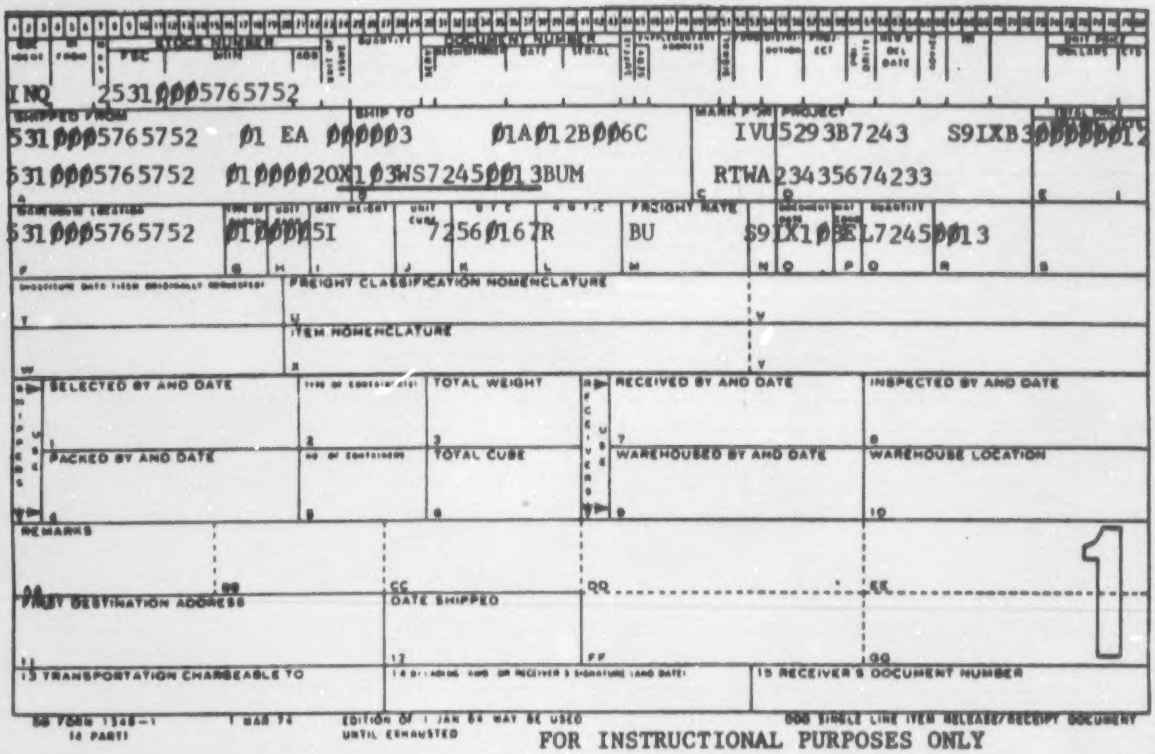
Figure 11

Refer back to page 4-12A and identify the next bit of information to be found on a due-out detail record. Hopefully you discovered that the "type detail" code in card column 23 is the next entry to be located. Notice that in parenthesis next to the "type detail" is the letter O. This identifies the entry as a due-out detail record. (You can find a complete list of type detail codes and what they represent in chapter 3 of AFM 67-1, Volume II, Part Two). Now look at figure 12 and locate the type detail code.



INQ 2531 0005765752

SHIPPED FROM · SHIP TO · MARK FOR · PROJECT

531 0005765752 01 EA 00003 01A012B006C IVU5293B7243 S9IXB3000000I2

531 0005765752 01 000020X103WS7245001 3BUM RTWA23435674233

531 0005765752 010005I 72560167R BU S9IX10EL72450013

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE

SELECTED BY AND DATE · TOTAL WEIGHT · RECEIVED BY AND DATE · INSPECTED BY AND DATE

PACKED BY AND DATE · TOTAL CUBE · WAREHOUSED BY AND DATE · WAREHOUSE LOCATION

REMARKS

FIRST DESTINATION ADDRESS · DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO · 15 RECEIVER'S DOCUMENT NUMBER

1

DD FORM 1348-1 (4 PART) 1 MAR 74 · EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED · DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

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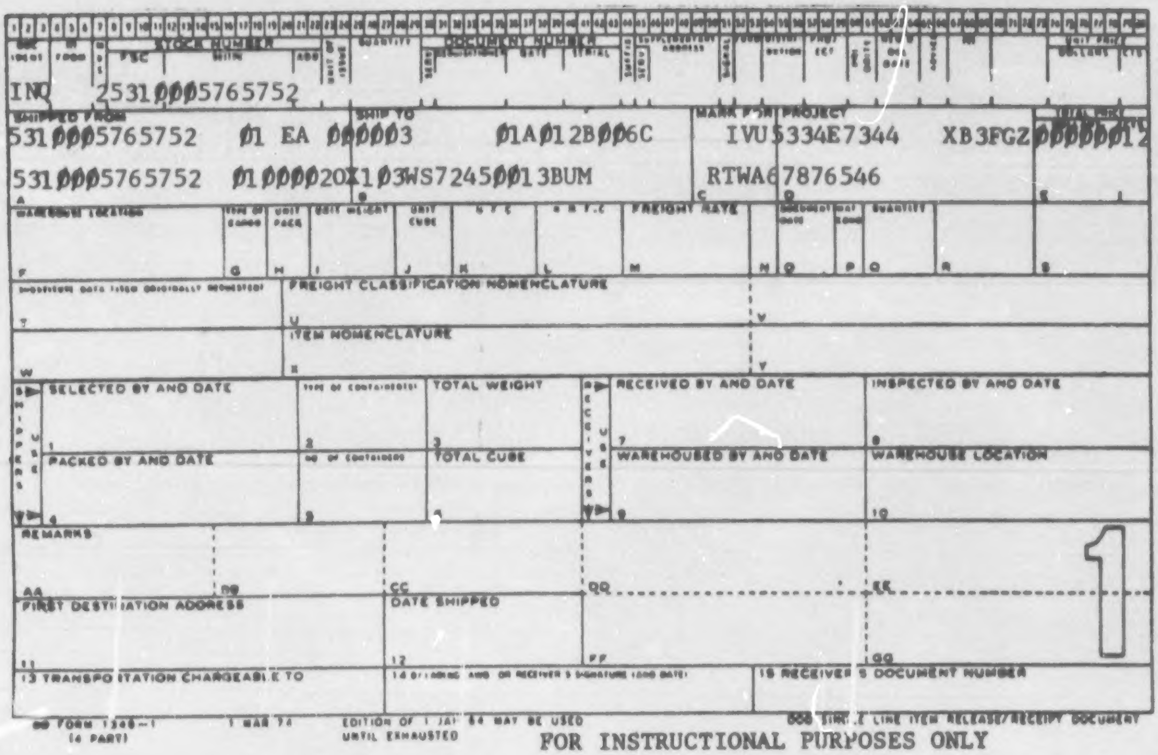
Figure 12

Hopefully you found a type detail code 0 on line 3 of figure 12. This tells us that this entry (line 3) is in fact a due-out detail.

The last entry that we'll look at according to page 4-12A is the "document number." Notice that the document number is printed in card columns 24 through 37. Locate the "document number" on line 3 of figure 13.



STOCK NUMBER
DOCUMENT NUMBER
INQ 2531005765752

SHIPPED FROM
SHIP TO
MARK FOR
PROJECT
531005765752 01 EA 00003 01A012B006C IVU5334E7344 XB3FGZ0000012
531005765752 01000020X103WS72450013BUM RTWA67876546

FREIGHT RATE
FREIGHT CLASSIFICATION NOMENCLATURE
ITEM NOMENCLATURE
SELECTED BY AND DATE
TOTAL WEIGHT
RECEIVED BY AND DATE
INSPECTED BY AND DATE
PACKED BY AND DATE
TOTAL CUBE
WAREHOUSED BY AND DATE
WAREHOUSE LOCATION
REMARKS
FIRST DESTINATION ADDRESS
DATE SHIPPED
13 TRANSPORTATION CHARGEABLE TO
15 RECEIVER'S DOCUMENT NUMBER
1
DD FORM 1348-1 (4 PART) 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED
DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

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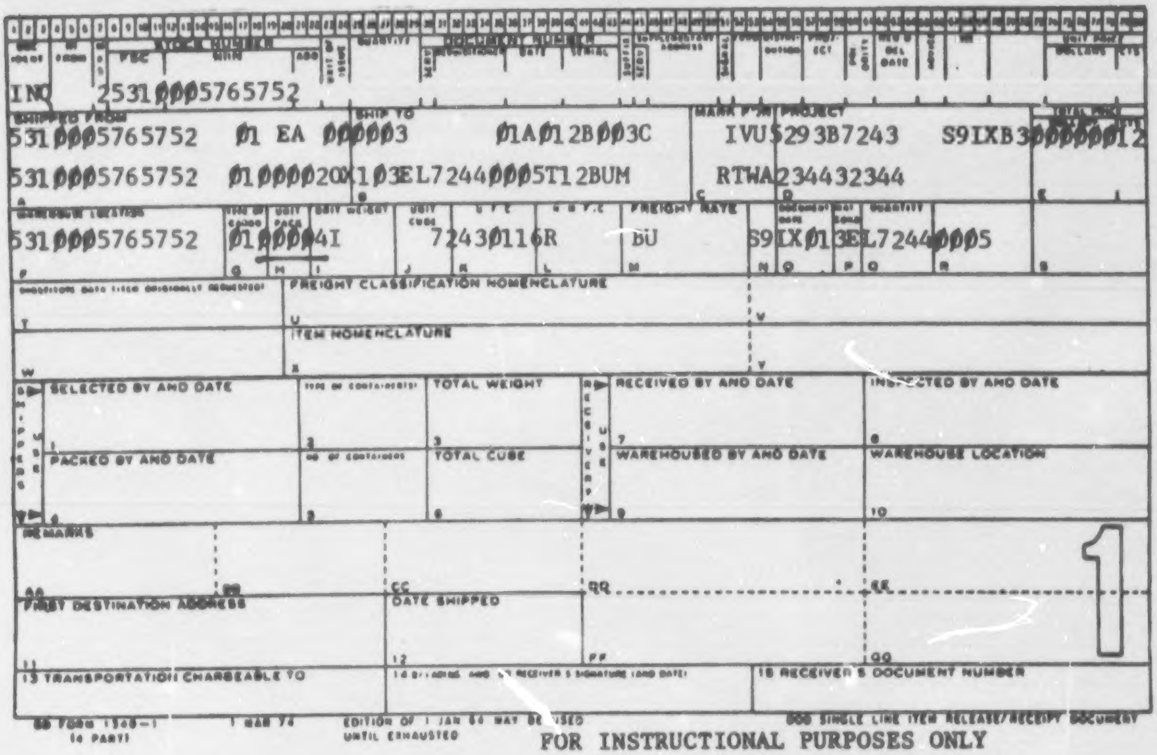
Figure 13

What is the document number for figure 13? Your response should have been X103WS72450013. We can briefly sum up what we have found on the type "2" inquiry by saying that a quantity of two is due-out on document number X103WS72450013. Wasn't that easy?

Now let's examine a due-in detail record. Notice that the due-in detail record format is located at the top of page 4-10 of your AFM 67-1 extract.

The underlined entries on page 4-10 are the ones we will focus our attention on. According to page 4-10 the first entry we will look at is the quantity due-in printed in card columns 18 through 22. Since line 4 of figure 14 is a due-in detail record, locate the quantity due-in.



IN0 2531 0005765752

SHIPPED FROM

SHIP TO

MARK FOR

PROJECT

5310005765752 01 EA 000003 01A012B003C IVU5293B7243 S9IXB3000000012

5310005765752 0100002 0X103EL72440005T12BUM RTWA234432344

WAREHOUSE LOCATION

FREIGHT RATE

5310005765752 0100004I 72430116R BU S9IX013EL72440005

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE

SELECTED BY AND DATE

TOTAL WEIGHT

RECEIVED BY AND DATE

INSPECTED BY AND DATE

PACKED BY AND DATE

TOTAL CUBE

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS

FIRST DESTINATION ADDRESS

DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

1

DD FORM 1348-1 1 MAR 74

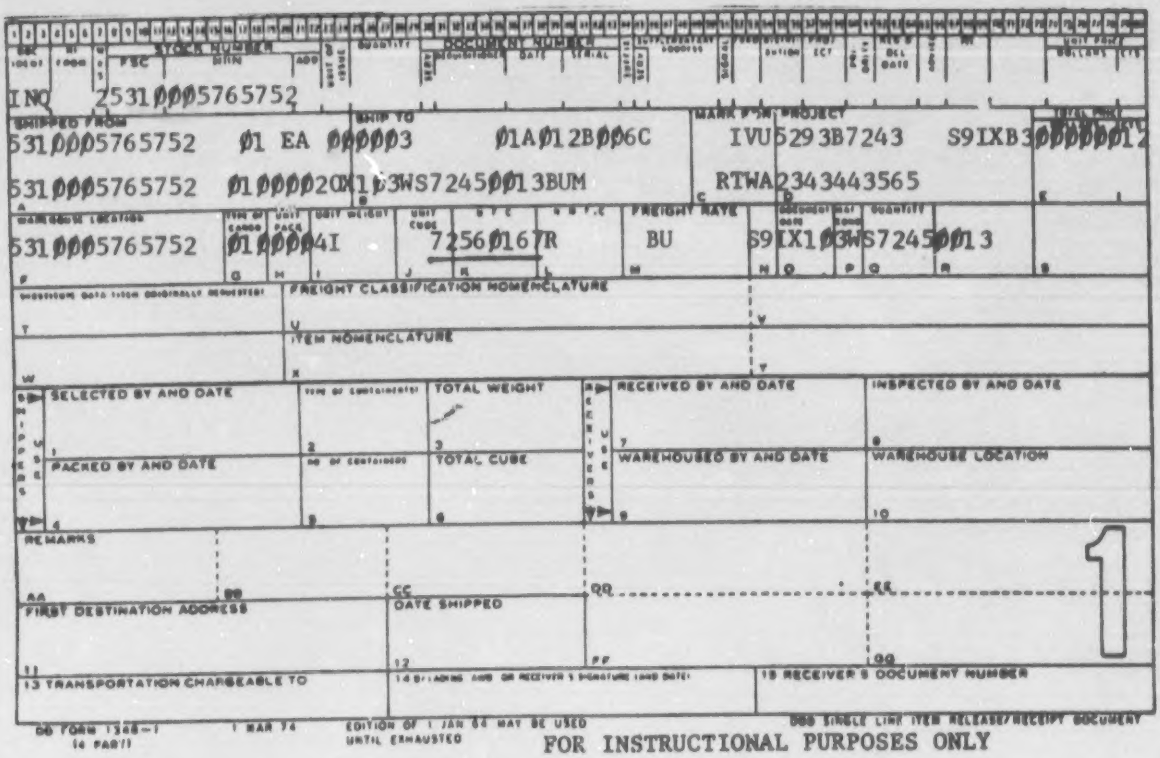
EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

Figure 14

The next entry we'll look at is in card column 23. According to the format, card column 23 contains the "type detail" code. Now locate and identify the type detail code on line 4 on figure 15. The "I" proves the fact that line 4 of figure 15 is in fact a due-in detail record.



STOCK NUMBER FSC NIIN QUANTITY DOCUMENT NUMBER DATE SERIAL

INQ 25310005765752

SHIPPED FROM SHIP TO MARK FOR PROJECT

5310005765752 01 EA 00003 01A012B006C IVU5293B7243 S9IXB3000000012

5310005765752 0100002OX103WS7245001 3BUM RTWA2343443565

WAREHOUSE LOCATION UNIT WEIGHT UNIT CUBE FREIGHT RATE QUANTITY

5310005765752 010004I 72560167R BU S9IX103WS7245001 3

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE

SELECTED BY AND DATE TOTAL WEIGHT RECEIVED BY AND DATE INSPECTED BY AND DATE

PACKED BY AND DATE TOTAL CUBE WAREHOUSED BY AND DATE WAREHOUSE LOCATION

REMARKS

1

FIRST DESTINATION ADDRESS DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO 15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1 (4 PART) 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

Figure 15

The last entry in figure 15 that is important to interpret is in card columns 30 through 37. Let's look at page 4-10 and find out what information is contained in these card columns. Card columns 30 through 37 contain the requisition (due-in) number. Locate the requisition number on line 4 of figure 15. Hopefully you found that the requisition number was 7256 0167.

The requisition number is important because it indicates that action has been taken by Base Supply to order the requested item from the source of supply. This inquiry has told us, then, that a quantity of 0004 is due-in on requisition number 7245 0167.

Before we discuss the last type of inquiry, answer the following questions on a piece of scratch paper. Don't forget to check your answers against the answer key at your instructor's desk.

Use figure 16 and page 4-12A to answer questions 17 through 19.

Q17. What is the type detail code for a due-out detail record?

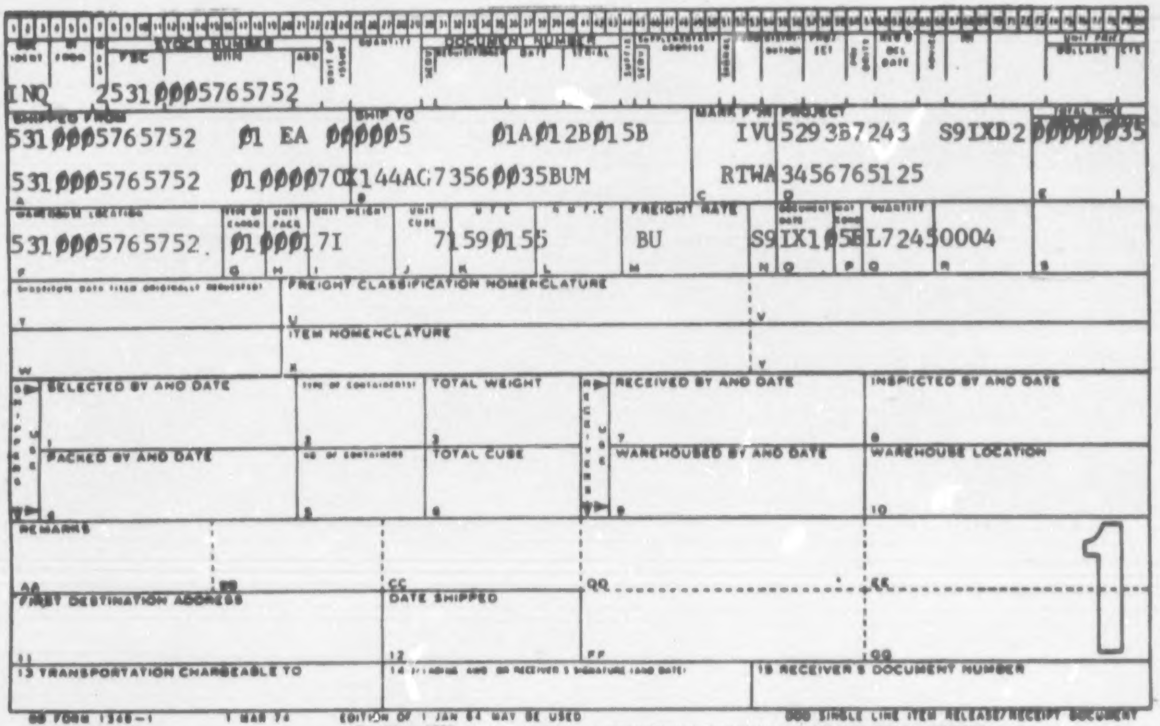
Q18. What is the due-out document number?

Q19. What is the due-out quantity?

Use figure 16 and page 4-10 to answer questions 20 and 21.

Q20. What is the quantity due-in?

Q21. What is the due-in document number?



INQ 25310005765752

5310005765752 01 EA 00005 01A012B015B IVU 5293B7243 S9IXD2 00000035

5310005765752 0100007 0X144AG73560035BUM RTWA 3456765125

5310005765752. 010001 7I 71590155 BU S9IX105EL72450004

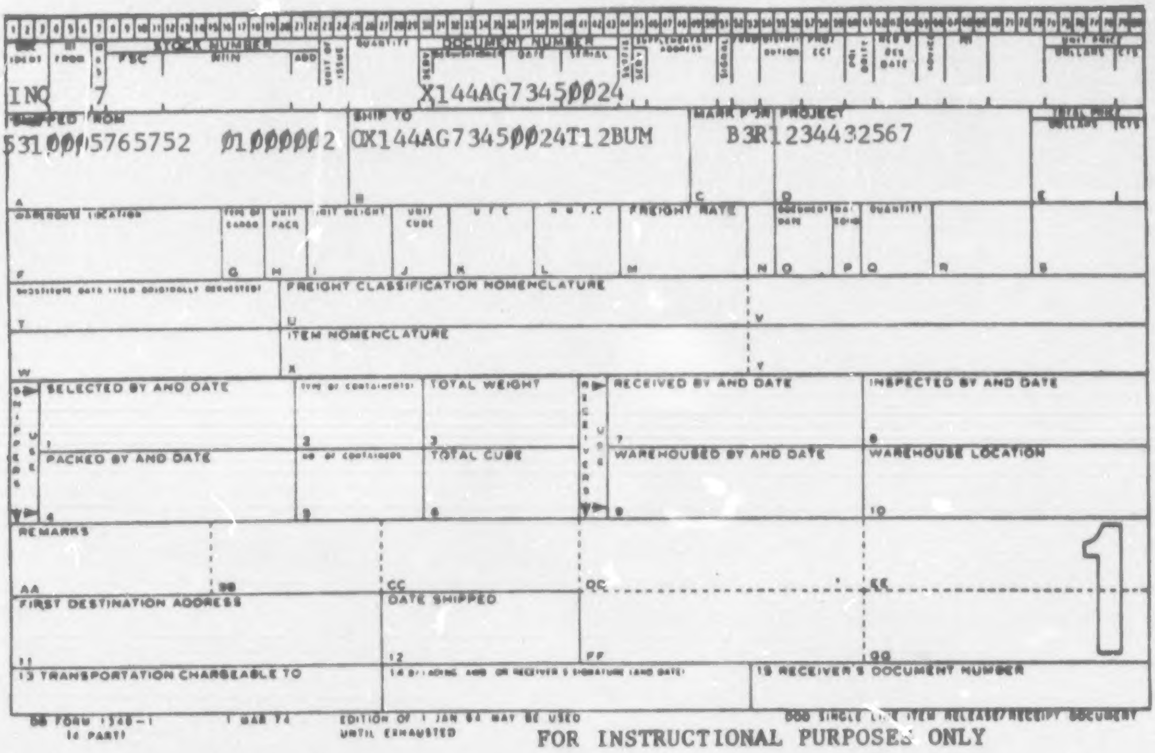
STOCK NUMBER
DOCUMENT NUMBER
SHIPPED FROM
SHIP TO
MARK FOR
PROJECT
TOTAL PRICE
FREIGHT RATE
QUANTITY
FREIGHT CLASSIFICATION NOMENCLATURE
ITEM NOMENCLATURE
SELECTED BY AND DATE
TOTAL WEIGHT
RECEIVED BY AND DATE
INSPECTED BY AND DATE
PACKED BY AND DATE
TOTAL CUBE
WAREHOUSED BY AND DATE
WAREHOUSE LOCATION
REMARKS
FIRST DESTINATION ADDRESS
DATE SHIPPED
13 TRANSPORTATION CHARGEABLE TO
15 RECEIVER'S DOCUMENT NUMBER
1
DD FORM 1348-1 (6 PART)
1 MAR 74
EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED
DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

Figure 16

Now it's time to discuss the last type of inquiry. This one is the simplest of all to interpret. As previously mentioned, the type "7" inquiry interrogates the computer using a document number.

Suppose you submitted a request to Base Supply for three snow shovels. Since this is not considered a mission essential requirement, your request would be given routine handling. This means that Base Supply would notify you of status on this request by forwarding a management notice to you through normal distribution channels. Let's say that a week has elapsed since the requirement was initiated and the management notice has not been received. Because Base Supply furnished you with a document number at the time you submitted the request, you could process a type "7" inquiry to find out whether or not the document number is loaded. If the inquiry output notice shows that the document number is loaded then you would know that the shovels were on back-order. When the document number on a type "7" inquiry is loaded, the computer will print the input document number on line 2 of the output notice, DD Form 1348-1. Figure 17 is an example of a type "7" inquiry that tells us the document number is loaded. Notice that in the input document number, X144AG73450024 is repeated on the second line of print in figure 17.



STOCK NUMBER
DOCUMENT NUMBER

INQ 7 X144AG73450024

SHIP TO
MARK FOR
PROJECT

5310005765752 0100002 0X144AG73450024T12BUM B3R1234432567

FREIGHT RATE
FREIGHT CLASSIFICATION NOMENCLATURE
ITEM NOMENCLATURE
SELECTED BY AND DATE
TOTAL WEIGHT
RECEIVED BY AND DATE
INSPECTED BY AND DATE
PACKED BY AND DATE
TOTAL CUBE
WAREHOUSED BY AND DATE
WAREHOUSE LOCATION
REMARKS
FIRST DESTINATION ADDRESS
DATE SHIPPED
13 TRANSPORTATION CHARGEABLE TO
15 RECEIVER'S DOCUMENT NUMBER

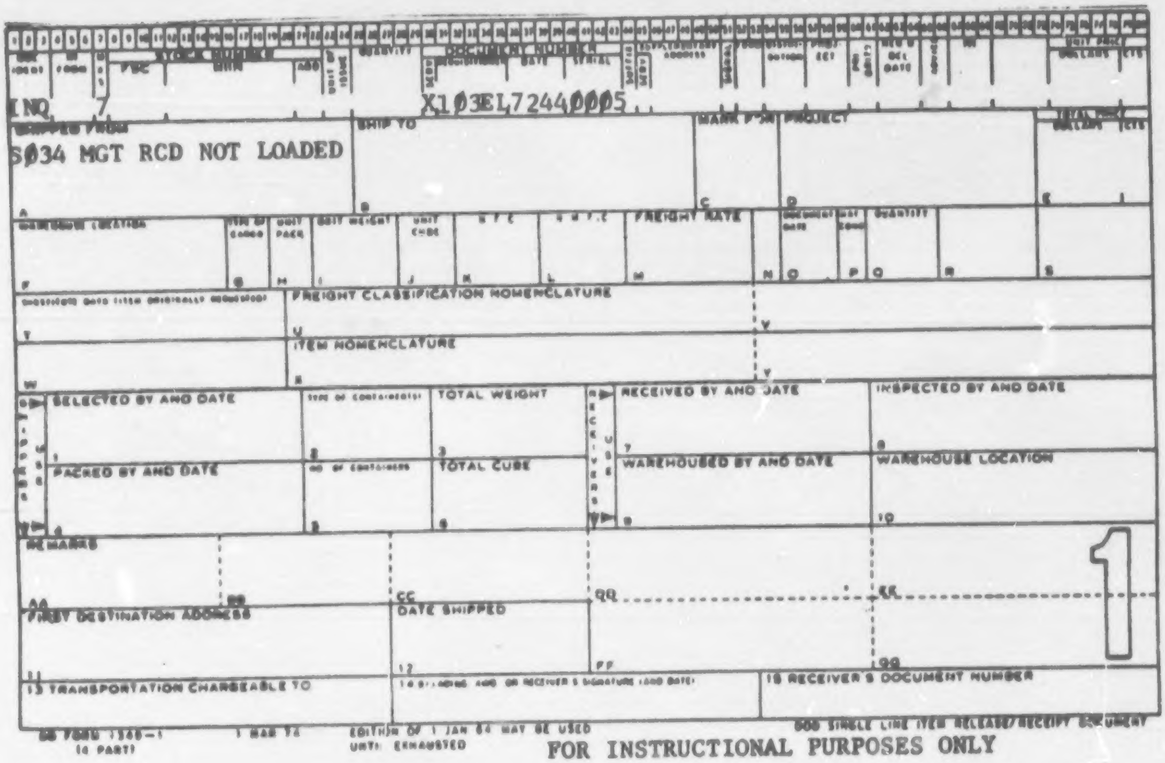
1

DD FORM 1348-1 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

Figure 17

On the other hand, if an input document number is not loaded, the computer will tell you so by printing a plain language phrase. This phrase is printed on the second line of the output notice. Figure 18 is a type "7" inquiry that processed for a document number that has not been loaded. Notice the phrase printed on line 2.



INQ 7 X103EL72440005

S034 MGT RCD NOT LOADED

SHIP TO

MARK FOR

PROJECT

FREIGHT RATE

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE

SELECTED BY AND DATE

TOTAL WEIGHT

RECEIVED BY AND DATE

INSPECTED BY AND DATE

PACKED BY AND DATE

TOTAL CUBE

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS

FIRST DESTINATION ADDRESS

DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

1

DD FORM 1348-1 (6 PART) 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

Figure 18

The main difference between the type "2" inquiry and type "7" inquiry is that the type "2" lists all detail records for a stock number whereas the type "7" provides information for one document number at a time.

Inquiries are input through the Remote Keyboard Printer or the Main Card Reader. Inquiries have the same priority as any other input; therefore, the control of inquiries is very important. If information is not needed immediately, then the inquiry should be held and input during end-of-day processing.

Answer the following questions on a piece of scratch paper. You may need to refer back to figure 6 if you can't respond to the questions.

Q22. What data can be obtained from a type "2" inquiry?

Q23. Which type inquiry provides exception codes for an item?

Q24. What information does a type "7" inquiry provide?

Q25. In which card column is the type inquiry designator entered on AF Form 1991?

This completes the lesson on rejects, management notices, and inquiries. Let's review briefly what we have covered. When the computer does not accept your input, a reject occurs. There are two reasons for rejects. The first is that the computer does not contain the internal data required for processing the input transaction. The second is that an error was made on the input. When an input is rejected two things happen: a reject notice is produced, and the computer establishes an error suspense record.

Reject notices are assigned three digit numeric codes followed by the letters REJ. Since all rejects must be cleared, corrective action is prescribed in AFM 67-1, Volume II, Part Two, Chapter 30.

The error suspense record keeps track of all rejects and is the basis from which the Daily Reject Listing is produced. Once a reject is reprocessed successfully it is cleared from the error suspense record and will no longer appear on the Daily Reject Listing.

Management notices are output by the computer primarily to initiate external action. Management notices are identified by a three digit alpha/numeric code and the letters MGT. The action required by a management notice is listed in AFM 67-1, Volume II, Part Two, Chapter 30.

Inquiries are input to the computer to obtain information not otherwise available in work listings or suspense files. Inquiries are prepared on AF Form 1991 or AF Form 1530. They are input through the Remote Keyboard Printer or the Main Card Reader. AFM 67-1, Volume II, Part Two, Chapter 23, provides the basic guidelines for interpreting inquiries.

You have now completed the programmed text on rejects, management notices, and inquiries. Review any portion of the lesson you aren't sure of. Then ask your instructor for the lesson appraisal.

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REJECTS, MANAGEMENT NOTICES, AND INQUIRIES

Block I, Lesson 7

Answers to Questions in the Text

Q1. The computer does not contain the internal data required for, processing the input transaction and when an error is made on the input.

Q2. Reject notice.

Q3. When the computer rejects an input.

Q4. Three.

Q5. Request that Research load the item if required.

Q6. A reject.

Q7. Error Suspense Record.

Q8. Whenever an external decision or some sort of external action is required on your part.

Q9. 30-37.

Q10. Warehouse the quantity indicated in the management notice in the location indicated.

Q11. U.

Q12. Card columns 73 through 80.

Q13. 000003.

Q14. Blank.

Q15. 36.

Q16. Nomenclature.

Q17. 0

Q18. X144AG73560035.

Q19. 00007.

Q20. 00017.

Q21. 71590155.

Q22. All detail records for the input stock number.

Q23. Slash (/).

Q24. Tells whether or not the input document number is loaded.

Q25. 7.

PROGRAMMED TEXT 180

002-03-01-01

Technical Training

Materiel Facilities Specialist

STORAGE FACILITIES

March 1978

LOWRY TECHNICAL TRAINING CENTER
3440th Technical Training Group
Lowry Air Force Base, Colorado

Study Guides (SGs), Workbooks (WBs), Study Guide and Workbook (SW), Programmed Texts (PTs), and Handouts (HOs) are authorized by ATC for student use in ATC Courses. They are designed to guide you through your study assignments in the most logical sequence for easy understanding. Answer self-evaluation questions and complete each problem or work assignment in the sequence given, and it will aid you in understanding and retaining key points covered in material you have studied.

Supply Training Branch
Lowry Air Force Base, Colorado

PT G3ABR64531 000
March 1978

STORAGE FACILITIES

SCOPE

As a Materiel Facilities Specialist you will probably be assigned to the Materiel Storage and Distribution Branch of Base Supply. In simple terms, this means that you will be connected with the warehousing operation in the Standard Base Supply System.

Since storage will be part of your job, it's important that you learn as much as possible about this operation. This block will be devoted to the different aspects of the storage policies and procedures followed by the Air Force.

You will also become familiar with another standard Air Force publication that is almost as important to you as AFM 67-1. This is AFR 69-8, USAF Storage. Several of the lessons in this block will refer you to AFR 69-8 for illustrations or additional details.

This lesson will start with the basics by teaching you about the different types of storage facilities used by the Air Force and the types of physical arrangements that may be found in them.

OBJECTIVE

Match facts about the various types of storage facilities to a list of these storage facilities.

DIRECTIONS

To complete this lesson you will need this text, a copy of AFR 69-8, a sheet of scratch paper, and AIS answer sheet 3. There are

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Supersedes IT 002-05-01-01 and AV 002-05-01-03, May 1976.

embedded questions in the text. Answer them on the sheet of scratch paper. A key to the correct answers is available at the instructor station. Use it to check your work. If you have any problems or don't understand something, be sure to ask one of your instructors for help.

As you have seen, the Air Force supply system deals with a huge variety of items. It only makes sense that different types of storage facilities are needed to take care of the different types of items. You wouldn't want to store munitions or explosives in the same area as paints or paper products. That would only increase the hazard. Items that require refrigeration, such as film, wouldn't be stored outdoors, and there is no need to store heavy equipment or barrels of fuel indoors.

At some point in your career you may have to make decisions about the type of storage facilities to use. For now, you should at least become acquainted with the different types that exist and how they are set up.

This information is all contained in chapter 2 of AFR 69-8. It will also be presented in this lesson, but you will be referred to the regulation for illustrations.

In Air Force operations there are two basic types of storage: covered and open. Covered storage is space within any structure which is roofed. This means, of course, that open storage is space that is outside, without a cover. We'll discuss covered storage areas first.

The most common storage facility is the general purpose warehouse. It is constructed with a roof, side walls, and end walls, and is probably pretty close to what the common idea of a warehouse is. Most general purpose warehouses have truck loading platforms along one side and railroad car loading platforms along another. This makes it easy to unload supplies that arrive from the sources of supply or from other bases.

A general purpose warehouse may have three types of aisles which are common to Air Force supply structures:

1. Main Aisle - a passageway wide enough to permit the easy flow of equipment, supplies, and personnel; generally runs the entire length of the building and is wider than cross aisles. Many large warehouses will have two main aisles; smaller warehouses will have only one.

2. Cross Aisle - a passageway at right angles to the main aisle(s), used for movement of supplies, equipment, and personnel.

3. Fire Aisle - a passageway established to aid in fighting or preventing the spread of fire, or for access to fire fighting equipment.

These three types of aisles are considered working aisles and must be kept clear at all times. They must be designed to provide easy access to all property for issue, inventory, and inspection action.

The size of the aisles is determined by the type of equipment used in the warehouse. When it is possible, items in the warehouse are grouped according to the type of handling they will require. This means that heavy items requiring large equipment for movement will be located together on large aisles, while smaller, lightweight items may be located on smaller aisles.

A clearing space is normally established close to the front entrance. This space is used to process property into and out of storage. The receiving area is usually located here. Office space is normally close-by, also. (Remember, the design of all the storage facilities will vary from base to base. In this lesson we are only discussing some of the usual characteristics!)

Naturally, the physical layout of the warehouse depends on its individual characteristics and the type of items it stores. If it is large, it may be divided into stock rooms. Or some bases may have several smaller, one-room general purpose warehouses. In any event, the idea is to get maximum utilization of the space available without violating safety standards. You'll learn more about this in the next lesson.

Besides one or more general purpose warehouses, some bases will also have a small item warehouse. This is just what its name suggests it is - storage for small items that lend themselves to easy storing and handling. For example, tacks, nuts, bolts, screws, electric switches, transistors, etc, could be stored here.

Because the items are small and easy to handle, this type of warehouse is sometimes automated. Figure 2-30 in AFR 69-8 (pages 2-21 and 2-22) shows two small item warehouses that have been automated. One of these has a monorail loop which carries boxes with the items throughout the system, stopping at designated locations. This is called push-button warehousing.

Similar to the small item warehouse is the semi-automated warehouse. Some bases use this type of area to store items that are fast movers (which means they are involved in many transactions) and are packaged in similar containers. You can see why these characteristics are important. There would be no point in wasting the money an automated system costs on items that are not issued very often or are too bulky or awkward to be handled easily.

Another common type of storage facility is the refrigerated warehouse. Of course food service personnel will maintain one for perishable foods, but Base Supply personnel will also often have one for items such as film or batteries. The size and layout of this type of facility depends on the quantity and type of items it stores.

Depending upon where your base of assignment is, there may also be a controlled humidity warehouse. Actually, almost any type of warehouse may be operated with controlled humidity if it is properly sealed and conditioned. However, this precaution is especially necessary in high humidity locations for such items as delicate instruments and electronic equipment. On smaller bases, one stockroom of a general purpose warehouse may be converted and used for this purpose.

Another important type of storage facility is the flammable storage warehouse. It is a single purpose structure that must be separated from other buildings by at least 50 feet. Why? Because it is used to store items that are especially flammable and would be extremely hazardous in the event of a fire. Such items include paints, thinners, and chemicals. Figure 2-5 in AFR 69-8 shows a plan for this type of warehouse.

Along the same lines are the types of storage facilities designed for munitions. These include the above ground magazine, which is usually a small structure or series of structures, and the igloo, which gets its name from its appearance and is usually built partially into the ground. For obvious safety reasons, these areas for explosives are also located away from other storage facilities. Turn to figures 2-6 and 2-9 in AFR 69-8 for illustrations of these two storage areas.

Some bases may also use sheds as storage areas for items that either require maximum ventilation or do not require complete protection from the weather. Sheds are defined as roofed structures that do not have complete side walls and end walls. Sometimes tarpaulines are used as side walls.

Sheds are a compromise between covered and open storage because they offer more protection than open storage but are less expensive to construct or operate than a warehouse.

Before continuing with the lesson, write short responses to the following questions about covered storage facilities.

Q1. What is the most common type of storage facility?

Q2. What are the three types of aisles most commonly found in storage facilities?

Q3. When it is possible, items in a general purpose warehouse are grouped according to:

Q4. Where is the Receiving Section frequently located in a general purpose warehouse?

Q5. What are the characteristics of items placed in semi-automated storage facilities?

Q6. Give some examples of the types of items that could be stored in the following storage facilities:

a. Small item warehouse

b. Refrigerated warehouse

c. Controlled humidity warehouse

Q7. Why are flammable storage warehouses, above ground magazines, and igloos separated from other storage facilities?

As we mentioned earlier in the lesson, besides having a variety of covered storage facilities, most Base Supply operations also have open storage areas. The second part of the lesson will discuss those.

Many types of items do not lend themselves to closed, covered storage. For example, vehicles, heavy construction equipment, drums of lubricating or cleaning compound, or large aircraft parts, such as a complete wing assembly, really don't need the protection of covered storage and would take up too much needed warhouse space. However, since such items must still be stored, open storage areas are used instead. They have the added advantage of being relatively inexpensive to construct and maintain.

Space selected for open storage should be as well drained as possible and have easy access to roads and railroads. For efficiency and speed in the handling of supplies, open storage should also be located within, or as close as possible to, the Base Supply area. This all makes sense if you think about it. You want to keep the area as dry as possible, and you want it to be easy and convenient to use.

Open storage space is divided into two categories: improved and unimproved. What's the difference? Mostly it depends upon whether or not the area has been surfaced.

Improved storage may be graded and paved with asphalt or concrete or may be covered with steel matting. These "improvements" permit good drainage, which naturally prevents excessive wetness or mud. The surfacing also permits efficient operation of materiels handling equipment. Figures 2-14 and 2-15 in AFR 69-8 show examples of improved open storage.

Unimproved open storage areas are unsurfaced. The restriction this places on the use of materiels handling equipment is a real disadvantage. In general, storage managers will use this type of space only when a higher grade of open storage is not available.

Don't get the idea that open storage areas are haphazard catchalls. They are just as carefully planned and cared for as covered storage. Figures 2-16 and 2-17 in AFR 69-8 show some typical storage layout plans for open areas.

The important rule to remember for both improved and unimproved open storage is that only items which are able to withstand the full impact of weather conditions should be stored there.

Review what you have learned about open storage areas by writing short responses to questions 8, 9, and 10.

Q8. What are the two types of open storage, and what is the difference between them?

Q9. Describe the ideal location and conditions for an open storage area.

Q10. What type of items may be stored in open areas? (Give examples)

Review the entire lesson by completing the following exercise:

Q11. Copy the list of storage areas below onto your sheet of scratch paper. Then, for each storage area, indicate the letter(s) of the descriptive phrases listed on the next page which correctly describes the area. You will notice that some of the phrases apply to more than one storage area.

General purpose warehouse ____________________

Small item warehouse ____________________

Semi-automated warehouse ____________________

Refrigerated warehouse ____________________

Controlled humidity warehouse ____________________

Flammable storage warehouse ____________________

Igloo ____________________

Shed ____________________

Improved open storage lot ____________________

Unimproved open storage lot ____________________

a. Boxes are carried through system on a monorail loop.

b. Structure which is roofed.

c. Required for photographic supplies and batteries.

d. Unroofed area.

e. Stores fast movers packaged in similar containers.

f. Clearing space is located near front entrance.

g. May be partially automated.

h. Ideal for tacks, nuts, bolts, screws, transistors, etc.

i. Often has truck loading platform on one side, railroad loading platform on another.

j. Often required for electronics and delicate instruments.

k. Surface is not paved or covered in any way.

l. Ideal for storing paints, thinners, chemicals.

m. A compromise between covered and open storage.

n. Located apart from other storage buildings for safety reasons.

o. Surface is graded and paved, or covered with steel matting.

p. Located in an area that allows good drainage and easy access.

q. Required for storage of munitions and explosives.

When you feel confident about the materials presented in this lesson, ask your instructor for the lesson appraisal.

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PROGRAMMED TEXT

002-03-02-01

Technical Training

Materiel Facilities Specialist

STORAGE FUNCTIONS

AUGUST 1978

LOWRY TECHNICAL TRAINING CENTER
3440th Technical Training Group
Lowry Air Force Base, Colorado

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1706

Supply Training Branch
Lowry Air Force Base, Colorado

PT C3ABR64531 000
August 1978

STORAGE FUNCTIONS

SCOPE

In the last lesson you learned about the various types of storage facilities that are used by the Air Force. You first studied covered facilities such as the general purpose warehouse, small item warehouse, refrigerated warehouse, flammable storage warehouse, and igloo. The lesson then discussed both improved and unimproved open storage areas.

Since there are so many different types of storage facilities (the lesson didn't even mention them all), how do you decide what to store where? And once you know this, how should the items be stored? For some supplies, the answers to these questions are obvious. However, certain other supplies require special consideration.

In this lesson we are going to take a closer look at some of the rules and principles that are followed in deciding where and how to store property.

OBJECTIVES

1. Identify principles and procedures followed in arranging storage facilities for maximum efficiency and accessibility.

2. Describe procedures followed in storing and controlling special commodities.

3. Identify in writing the procedures followed to maintain serviceability of items in storage.

DIRECTIONS

To complete this lesson you will need this text, AFR 69-8, a sheet of scratch paper, and AIS Module Test Form #3. You will find embedded questions in the text which should be answered on the sheet of scratch paper. There is a key to the correct answers on the last page of the text which you may use to check your work. Be sure to ask your instructor about any parts of the lesson you don't understand.

Supersedes PT 002-03-02-01 dated March 1978.

In the last lesson you learned about many of the types of storage facilities used by the Air Force. Now we're going to take a look at how to best utilize these areas.

As you have learned, the main objective in arranging storage is to get the most use out of the space available without violating any safety standards. To do this, certain rules are normally followed. We'll work mostly with examples of storage in a general purpose warehouse. However, keep in mind that the same principles generally apply to all types of facilities.

When deciding where to store an item in a storage area, one of the first things that is considered is the activity or turnover of the item. Stocks that are issued very frequently should be stored near the receiving and shipping or issue locations so that they can be handled quickly. This makes sense. When you arrange clothes in your closet, your favorites that you wear frequently are probably in the front where they're easy to reach, and the dress clothes you don't use very often are probably in the back. Figure 2-18 in AFR 69-8 shows how items may be grouped according to how frequently they are handled.

Another important consideration in selecting a storage location for an item is its similarity to other items in storage. To make inventory control and storage procedures a little easier, the effort is made to group like items together as much as possible. How would this help? For example, if you were pulling items for a new office, it would help if the office supplies were stored in locations close to each other instead of scattered throughout the facility. It makes even more sense if you consider that like items will probably have similar stock numbers. So grouping will make inventory and other administrative warehouse chores a little easier.

Size is another determining factor, especially since it affects the cost of storage so greatly. For example, it is more cost effective (less expensive) to store a large fuselage section near the receiving and shipping area to keep the distance the item must be moved to a minimum. This would be true of any item that requires extra manpower, equipment, or time to move. Always keep in mind that moving supplies costs money; the less they have to be moved, the more you save.

The size of an item will determine if it should be stored in a bin or on a pallet on the floor in an open type of area. It will also determine the type of handling the item will require so, as was mentioned in the previous lesson, larger and heavier items are often stored along the larger aisles to make the use of materiel handling equipment possible. At the same time, if the warehouse is partially automated, the items that may be moved through automation are placed accordingly.

Naturally the size and capacity of the warehouse will also make a difference in how items are stored. As we mentioned before, the floor load capacity cannot be exceeded. If you are storing a particularly heavy item, there are limitations on how many can be stacked in a particular area. On the other hand, lightweight items may, in some cases, be stacked nearly to the ceiling. Figure 2-69 in AFR 69-8 shows a good illustration of this point. It shows that heavy items (in this case, kegs of nails) cannot be stacked as high as normal loads.

Honeycombing is something else you should watch out for. If you picture a honeycomb in your mind, it will give you some idea of what we are talking about. Honeycombing refers to the haphazard, unorderly storage of items. Figure 2-71 in AFR 69-8 shows an example of honeycombing, where stock has been removed from the storage location unevenly. This results in wasted space, and also makes it harder to determine at a glance the quantity on hand.

A final point that should be remembered is that supplies in storage must be arranged to allow access for inventory and inspection, and to make it easy to get to fire fighting equipment. The aisles must be kept clear at all times, and material should not be stored in any manner that blocks them or interferes with clear passage.

Before continuing with the lesson, write short responses to the following questions.

Q1. What is the main objective in arranging storage space?

Q2. In general, where is it best to store fast-moving items?

Q3. Why are similar types of items often stored in locations that are grouped together?

Q4. Why should exceptionally large or heavy items be stored near the shipping or receiving points?

Q5. Are all items stacked as high as the ceiling permits? Why or why not?

Q6. What is honeycombing in storage?

Besides arranging supplies for a smooth operation and easy access, warehousemen must also consider the unusual characteristics of some items. Special commodities, as they are called, require special storage.

Chapter five in AFR 69-8 is a gold mine of information on this subject. In the regulation, special commodities are divided into two groups: hazardous and miscellaneous. We'll discuss the hazardous items first.

Hazardous items, of course, are those which are potentially dangerous unless properly stored and cared for. For example, radioactive material falls in this category. There are very specific procedures that must be followed when you are dealing with a radioactive substance. These are explained in Technical Order 00-110N-3, which is titled Requisition, Handling, Storage, and Identification of Radioactive Material. Among other things, the TO indicates whether the item must be placed in restrictive storage or not. It also states that all radioactive materials must be labeled, that only authorized personnel may open packages of radioactive material, and that areas restricted for radioactive materials must be radiologically surveyed every 90 days.

Materials with explosive characteristics also require special consideration. As the regulation explains, many items which are not explosive or flammable on their own may be potentially dangerous, especially if they are mixed with another substance. For example, oil combined with liquid oxygen can cause an explosion.

As a warehouseman, you should be aware of the limiting characteristics of these hazardous items. You should realize that flammable and combustible liquids react differently at different temperatures. Many hazardous liquids have flash points at or below orginary room temperatures, so they naturally must be handled and stored cautiously. (The flash point is the lowest temperature at which enough vapor is given off to form a flammable mixture of vapor and air immediately above the liquid surface.) This shows you why flammable storage warehouses can be so important. Their special characteristics minimize the damage and danger in the event of a fire.

Great care must also be taken when storing compressed gasses. AFR 69-8 lists the general precautions that should be taken. These include careful identification of all cylinders, the use of valve protection caps and safety devices, and separate storage for full and empty cylinders. Additional safety rules are shown in figure 5-5. Take a look at them. They could prove to be important to you later!

Figures 5-6 and 5-7 will give you an idea of what a cylinder storage area can look like.

Acids are another hazardous item you could be working with in storage. Their corrosive quality may be dangerous, so care must be taken to prevent any spillage or container breakage which could result in storage personnel touching it, getting it in their eyes, or breathing it. Figure 5-10 shows an example of an acid storage building. Notice the eye wash and deluge shower in the lower right corner. Safety features like these could prevent serious injury in the case of an accident!

We have discussed just some of the hazardous items Air Force storage facilities may contain. How can you keep them all straight? AFR 69-8 makes it easier for you with the "Table of Hazardous Material." It starts on page 5-14. As you can see, it lists various hazardous items, identifies the type and severity of hazard they pose, indicates how they should be stored and handled, and the type of fire extinguisher that should be used on them. The codes that are used on the chart are explained in the paragraphs that precede it, beginning with paragraph 5-8 on page 5-12.

Let's look at an example to see how the chart is used. Let's say that your storage operation is going to begin storing the liquid acetaldehyde. (It is the first item on the table.) As you can see, it has a health hazard code of two. If you check in paragraph 5-8, you will find that "2" means that this item is hazardous, but areas where it is stored may be entered freely with self-contained breathing apparatus. The flammability rating in the next column is "4". This means that acetaldehyde is extremely flammable. The reactivity code shown next is "2". The "2" indicates that the liquid is normally unstable and readily undergoes violent chemical change. It may also react violently with water.

The storage and handling section on the table indicates that acetaldehyde should be stored in the end of the storage building to aid fire fighting. The storage group, shown in the next column, is "A", which is a flammable storage area. This is also indicated in the next column. The final column indicates that you should use an alcohol foam or carbon dioxide fire extinguisher on the liquid.

You can see how helpful this table is to any storage operation that includes hazardous items. Any time you have a storage-related question about a potentially dangerous item, chances are you will find the answer in this table.

Many nonhazardous items also require special storage consideration. AFR 69-8 discusses these, too. We will look at a few types which are of special importance. These are the classified, sensitive, and pilferable items.

When you took the "Communications Security" lesson in Block I, you learned the definition of classified information. The Air Force also deals with classified materiels. The same type of restrictions that are applied to information is also applied to classified items. They should be available only to those with the correct clearance who have a proven need for them. Naturally, precautions are taken with classified items to insure that they do not get into the wrong hands.

According to AFR 69-8, classified items must be stored in accordance with DOD 5200.1-R and AFR 205-1. Briefly, these regulations state that classified items may be stored only where there are facilities or conditions adequate to prevent unauthorized persons from gaining access. They must be secure at all times, and any equipment used in securing them must meet prescribed standards.

While sensitive and pilferable items do not pose the security risks that classified items do, they must still be protected in a similar manner. You may be wondering exactly what sensitive and pilferable items are. They are defined as nonsecurity classified items having a ready resale value (easy to sell) and civilian utility (useful outside of Air Force operations), which are therefore much more subject to theft than other supply items. For example, certain hand tools, small office machines, hand calculators, vehicle equipment and parts, and photographic supplies and equipment could be easy and profitable to pilfer. To prevent this from happening, this type of item must be under security control. In some base supply operations pilferables are stored in a security cage. This "cage" is an area within a building which is enclosed with steel mesh wire. All doors and windows in the "cage" should be secured with wire or bars, and padlocks should be used on the doors.

As you can see, the Air Force takes great care to insure the security of its classified, sensitive, and pilferable items. An additional aid is the controlled item code. This is a one-position alpha/numeric character used to indicate the degree of security handling required for a particular item. The code is loaded to the item record and will be reflected on documents of transactions that include the item. It will also be reflected on the label attached to the item.

A little later in this course you will see the term warranty/guarantee. Certainly you have bought a car, stereo, or calculator at one time or another. If so, you know that certain parts, components, and internal functions are guaranteed anywhere from one month to 48 months or longer.

The majority of these items are pilferable and require a Controlled Item Code. Some of these codes are as follows:

W - office machines
X - photographic equipment and supplies
Y - communications/electronic equipment and supplies
Z - vehicular equipment and parts

A complete list of controlled item codes is provided in Chapter 22 of AFM 67-1, Volume II, Part Two. Of course you won't have to memorize them now. What you should remember is that if the code on an item is anything other than "U", there are controls on the item. (A "U" signifies unclassified, nonsensitive, nonpilferable.)

Before continuing with the lesson, see how much you remember by writing short responses to the following.

Q7. What are some of the procedures mentioned in Technical Order 00-110N-3 about radioactive materials?

Q8. What is meant by the flash point of an item?

Q9. List some of the precautions taken in storing compressed gasses.

Q10. What unusual features might you find in an acid storage warehouse and why?

Q11. What type of information can be found in the "Table of Hazardous Material"?

Q12. According to the "Table of Hazardous Material," where should acetylene be stored?

Q13. What Air Force regulation outlines proper storage for classified items?

Q14. What are sensitive and pilferable items and how should they be stored?

Q15. List three of the four types of items that are usually classified as warranty/guarantee.

Q16. What type of code is assigned to warranty/guarantee items?

We have discussed the types of controls required for classified, sensitive or pilferable items. Strict controls are also required for two other types of items handled by Base Supply. These are time compliance technical order (TCTO) items and war readiness spares kit (WRSK) items. We'll take a look at TCTO items first.

Time compliance technical order items are well by their title. They are items which require modification or change within a specific period of time (in other words, you have a given period of time to comply with the modification). The modification required is described in a technical order.

What type of item would this be? A radio that must have a tube replaced would be a good example. So would a generator that needs a new carburator. Both of these items would need the change or modification made to them before a specific time, and these changes would be described in a technical order.

It is the responsibility of the Inspection Section to monitor and manage TCTO items. However, all persons who work in storage areas should be aware of them. How do you know which are TCTO items? It's easy. They will have a blue DD Form 1576 tag attached to them.

Let's sidetrack for a minute to discuss these tags. Their main purpose is to indicate the serviceability of an item, and all supplies in storage will have either a tag or a correspondingly colored label attached to them. The tags are not all blue, however. Each color represents a different degree of serviceability, and you will become familiar with them all. We will discuss just two of them in this lesson, but you will have learned about all of them before the end of the course.

Yellow tags (DD Form 1574-1) are attached to items which are serviceable. This means that they are in working condition and may be issued. However, there are different condition codes assigned to these serviceable items. Condition codes are always shown on the upper right-hand corner of the tag or label.

Condition cade "A" means that the item may be issued without qualification. It is assigned to new, used, repaired or reconditioned property which is serviceable and issuable to all customers without limitation or restriction. Incidentally, items with this condition code must have a shelf life of at least six months.

Yellow tags or labels are also attached to items with condition code "B". This code indicates that the item is serviceable, but must be issued with qualifications. It is restricted from issue to certain units, activities or geographical areas because it may be subject to limited usefulness or short service life. Items with condition code "B" have a shelf life of three to six months.

Condition code "C" is also for serviceable items, and is identified with yellow tags or labels. This code is assigned to property which is serviceable and issuable to selected customers. It must be issued before condition code "A" or "B" property to avoid loss as a usable asset. This is because the shelf life of condition code "C" items is less than three months.

The blue tag (DD Form 1576), as we have said, is attached to TCTO items. These items have condition code "D". They are serviceable but require alteration or modification before they may be issued. There is one exception to this. TCTO items may be issued to consenting maintenance activities capable of performing the technical order compliance. "TCTO Modification Required" is automatically printed on issue and shipment documents processed in such cases.

As a warehouseman, you should know that items in storage with yellow tags or labels are serviceable, and can be pulled for issue (although you must keep in mind any limitation posed by condition codes "B" and "C"). On the other hand, an item with a blue tag normally requires modification before it may be issued.

You can see that the blue tags make it easy to identify TCTO items in storage. You won't be required to make any of the modifications yourself. This is a job for maintenance. However, you can help insure that TCTO items are taken from storage and sent to maintenance when the modifications are required. (Incidentally, once the modification has been made, the blue tag is replaced with a yellow one.)

Just as it is the responsibility of Inspection Section personnel to monitor TCTO items, they must also monitor war readiness spares kit (WRSK) items. What are they? Before we really discuss WRSK items, we must take a look at war reserve materials (WRM) in general. This is another case where the name is very descriptive. So let's analyze it. In the event of war, the Air Force must be ready to go into action. War reserve materials are items from stock set aside from normal support to make it possible to give immediate support to aircraft and troops in emergency conditions such as war. As a Materiel Facilities Specialist, you may play an important role in the storage of war reserve materiel (WRM).

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In some supply accounts the WRM is stored along with regular stock in storage. However, it is identified by signs and labels attached to the property or warehouse location. It cannot be issued to customers unless approved by WRM monitors. The procedures followed are prescribed by local policy.

In some cases, the WRM is stored in an area by itself and is not mixed with items in normal storage. You could be assigned to work in this area. If so, you will probably be working with war readiness spares kits. These are spare and repair parts set aside in mobile storage units to support aircraft, vehicles, or equipment in emergency conflicts. Because the spares are in mobile storage units, they can easily be moved to cargo aircraft and flown to any part of the world at a moment's notice. These mobile storage units are called war readiness spares kits (WRSK).

This is all easier to understand if you consider an example. In the event of war, the Air Force will immediately deploy its aircraft to different strategic positions. At the same time, it is necessary to deploy all the spare or replacement parts needed to keep these aircraft operational. To make this easier, these required items are packed together in mobile storage units. So when an F-104 takes off on an emergency mission, a WRSK kit containing the items necessary to support it for a specific period of time is ready to be shipped at the same time.

As we mentioned before, the Inspection Section is responsible for actual control of the war readiness spares kit items. This section must insure that all WRSK items in storage are in serviceable condition. If you work with these items, you will help by reporting any unserviceable conditions found in these items. You will also check dated items in these kits to make sure that they do not exceed their expiration dates. These items should not be removed from their kits except for required maintenance, if they exceed their expiration date, or for issue under special circumstances which are prescribed by local policy.

See how much you remember about TCTO and war readiness spares kit items by writing short responses to the following questions.

Q17. What do the initials TCTO stand for?

Q18. Explain what TCTO items are.

Q19. How can you identify TCTO items in storage?

Q20. What is the difference between condition code "A" and condition code "C"?

Q21. What is the condition code on TCTO items?

Q22. When a TCTO item is issued to a consenting maintenance activity, what is automatically printed on the issue document?

Q23. Who is actually responsible for monitoring TCTO and WRSK items?

Q24. What are WRSK items?

Q25. All WRSK items in storage must be in __________ condition.

Q26. When may items be removed from WRSK kits?

At the same time as they consider maximum safety and security in storage, Materiel Facilities Specialists must also plan the type of storage that is needed to prolong the life of each item. This is extremely important! Unserviceable (nonusable) items are of no use to the Air Force, and they are also a waste of money. So supplies must be stored so that they remain in top condition as long as possible.

Chapter five in AFR 69-8 is an easy reference for special storage requirements. The portion concerning miscellaneous commodities gives directions for the proper storage of many items which are listed in the table of contents. Thumb through this section (pages 5-28 through 5-76). It shows many different ways of arranging property. For example, figure 5-13 on page 5-38 shows a tire rack while the figures on pages 5-58 and 5-59 show different ways of storing metal products.

As you can see, you can find a great deal of information here. Look at the information the regulation provides for storing cement (paragraphs 5-18 through 5-35). First it notes some of the conditions that may cause deterioration; it then discusses the proper methods of storage. This same format is followed for many of the items.

Unfortunately, all the items could not possibly be listed in the regulation. This makes it important for you to understand the general principles or rules that are followed to provide maximum serviceability of all items. That's what we'll discuss now.

As AFR 69-8 points out, there are many factors which may cause an item to become unserviceable. Humidity and temperature limit the "life expectancy" of many items. We discussed some examples of this in the lesson on the different types of storage facilities. Remember, certain types of equipment must be stored in humidity controlled areas, while photographic supplies and similar items require refrigerated storage.

The position in which the items are stored may also make a difference to their serviceability. Just as your stereo records should be stored on their sides to keep them from becoming warped, tires will last longer if they are stored upright.

Spoilage (which occurs due to microorganisms or chemical reactions) can sometimes be a problem in storage. You normally think of spoilage in terms of food, but some supplies are subject to it also. For example, cloth items that have somehow become damp may develop mildew. If you don't discover this in time, the cloth may be ruined and the mildew could spread to other items. For this reason, periodic inspections are necessary to detect spoilage if it exists, and prevent "spoiled" items from being issued or shipped. Such items should also be moved to keep them from contaminating other items.

Pest control is also a matter of concern to warehouse personnel. Before they are stored, all items should be examined to be sure they are free from pests, rodents, insects, and fungus. Particular attention should be paid to the packing materials and the containers or crates where the infestation often takes place. If any material is found to be contaminated, it should be isolated and properly treated before being stored with other items.

Naturally, precautions must be taken to prevent a pest problem from occurring. For example, in all storage areas floors and platforms should be kept clean and free of any substance that attracts and/or provides food and shelter for insects or rodents. Also, doors, windows, and ventilators must be properly screened to keep birds and other wildlife from entering and living in storage facilities.

In some cases it may be necessary to use sprays or other agents to discourage pests. Materials that have been treated with an insecticide, fungicide, or rodenticide should be clearly marked to indicate this.

Most items placed in storage have protective wrapping of some sort. Tears and ruptures in packaged materials should be repaired and, if necessary, the damaged packages should be removed from the storage area. This would be in cases where the exposed materials would attract pests of some sort.

In addition, periodic inspections should be scheduled for items that are subject to contamination. Naturally, the supplies should be stored to facilitate (make easier) these inspections.

If you do have a problem with pests in a storage facility, "Civil Engineering Pest Control" is the place to go for help.

Use the information you have just read to come up with solutions to the following case problems.

Problem One: Your storage operation is overrun with birds. What action should be taken?

Problem Two: You have rat and insect damage to supplies. Who can help you in taking adequate protective measures?

Problem Three: You have detected spoilage in some items in storage. What should you do?

How do you think these problems should be solved? Let's discuss each one.

In problem one, the storage operation is overrun with birds. They have to be getting into the area somehow. You should look around and see where the birds are gaining entrance. You would check to make sure all doors, windows, and ventilators are properly screened. You should also make sure that the area is free of any substance that might be attracting the birds.

In problem two, you have rat and insect damage to supplies. Civil Engineering Pest Control will be your greatest source of aid in taking adequate corrective actions.

Problem three concerns the spoilage of items in storage. When this is detected, you should make sure that the spoiled items are not shipped or issued and are separated from other items to prevent contamination.

As you have seen, supplies may become unserviceable in many ways. However, the number one "killer" is age. Age is a major limiting factor because the serviceable life of the item is geared to the date of manufacture. This applies to most items in the Air Force inventory.

How does this affect storage? Simple. You should always store property so that the oldest item is issued first. You will know which stock is oldest because the date of manufacture will be marked on the property. Normally you will find the manufacture date on the item pack or label.

Next time you go to the Base Exchange (BX) check their stock for date of manufacture and expiration date by reading the label on the item. In most cases, you will find the oldest property is placed in front of the newer property on the shelf so that customers buy the oldest property first. You will do the same thing with property stored in the warehouse. You want to make sure that an item, for example a transistor, with a manufacture date of June 1977 is issued before a transistor with a manufacture date of November 1977. You always place the older property in front of the newer property so that the older property will be pulled for issue first.

By the way, this practice is called "rotation" of stock, or "first in - first out." Along with the rotation procedure, you should also be aware of items with a definite shelf life.

What is shelf life? If you think about the term, it is fairly self-descriptive. It is applied to items that will remain serviceable on a shelf for a limited period of time. You see this on many food items in the Commissary. They are marked with the date they should be used before. After that date, the item is no longer guaranteed to be fresh or edible. The same principle applies in Base Supply. Film is a good example. It is usable for only so long, and after that it just doesn't do the job. Light bulbs, batteries, transistors, tires, seals or other rubber products, and paints are a few other obvious examples.

Shelf life can be crucial. This is very easy to understand if you think about parts for aircraft. You wouldn't feel very safe in a commercial airliner equipped with tires, batteries, transistors or engine parts that are too old to be serviceable. The Air Force feels the same way about its aircraft!

Shelf life, then, is the period of time from date of manufacture to expiration date. For example, an item manufactured in September 1977 with a one year shelf life will expire or must be issued before September of 1978, Under no condition will an item be issued that has attained or exceeded its expiration date (and you should take a close look at those which are near their expiration date, too). You should notify the Inspection Section if you find outdated stock in storage. And naturally, you will always pull the older items for issue or shipment and help see to it that items are removed from storage as they reach their expiration date.

See how much you remember about the procedures followed to store property to prolong serviceability by answering the following questions.

Q27. What is done with items that are affected by high temperatures and humidity?

Q28. What should be done if spoilage is detected in items in storage?

Q29. If you are checking items for pest infestation, where should you be sure to look?

Q30. What steps can you take to prevent a pest problem?

Q31. Who can give you guidance in pest control?

Q32. What should you do when the protective wrapping on property is torn?

Q33. What is the number one "killer" of serviceable supplies?

Q34. What is the shelf life of an item?

Q35. As a warehouseman, what can you do to insure that shelf life is not exceeded?

SUMMARY

This lesson has covered quite a bit of information. The first objective dealt with the best utilization of storage areas. Remember, the main objective is to get the most use out of the storage space available without violating any safety standards.

When deciding where to store an item in a storage area, considerations should include turnover of the item, its similarity to other items, its size and weight, and the floor load capacity of the warehouse. Honeycombing of supplies must be avoided. All items should be stored to allow easy access for inventory and inspection, and for fire fighting equipment.

The storage of special commodities was discussed next. Special care must be taken in the storage of radioactive and explosive substances, flammable items, compressed gasses, and acids. The "Table of Hazardous Materiel" in chapter five of AFR 69-8 is extremely helpful because it includes such information as the type of hazard a substance poses, directions for proper storage and handling, and the type of fire extinguisher that should be used on it if necessary.

Special storage considerations must also be given to items which are classified, sensitive, or pilferable. Such items must always be kept in secured locations or areas and may be identified by a controlled item code. Warranty/guarantee items are included in this group.

The lesson also discusses the controls required for time compliance technical orders (TCTO) and war readiness spares kit (WRSK) items. TCTO items, identified by a blue tag, require modification of some sort before a specified date, and normally should not be issued before the modification is made. WRSK items are spare or replacement parts set aside in mobile kits to support aircraft, vehicles, or equipment under wartime or emergency conditions.

Another important concern of warehouse personnel is determining the type of storage that best protects items and prolongs their serviceability. Such problems as humidity, extreme temperatures (or normal temperatures for some items), spoilage, and insect or vermin damage must be guarded against. Age is considered to be the most destructive agent of all. For this reason you should rotate stock and be constantly aware of shelf life and expiration dates on property.

If you feel confident about the objectives of this lesson, ask your instructor for the lesson appraisal. If you have any questions at this time, be sure to ask them.

STORAGE FUNCTIONS

Block III, Lesson 2

Answers to Questions in the Text

Q1. To get the most use out of the space available without violating safety standards.

Q2. Near the receiving and issue points or areas.

Q3. To make inventory control and storage procedures a little easier.

Q4. It saves money to reduce the distances such items need to be moved.

Q5. Not necessarily. The floor load capacity connot be exceeded. Heavy items will not be stacked as high as normal loads.

Q6. Unorderly storage of items which can lead to wasted space.

Q7. The TO indicates which radioactive items must be placed in restrictive storage; that radioactive items must labeled, only authorized personnel may open them, and that restricted areas must be radiologically surveyed every 90 days.

Q8. The flash point is the lowest temperature at which enough vapor is given off to form flammable mixture of vapor and air immediately above the liquid surface.

Q9. All cylinders must identified, valve protection caps and safety devices must be used, and full and empty cylinders must be stored separately.

Q10. It may have facilities for eye washing and a deluge shower, to be used in case personnel come into contact with acid.

Q11. The Table of Hazardous Material lists items that may be hazardous, indicates the type and severity of their hazard, indicates how they should be stored and handled, and the type of fire extinguisher that should be used on them.

Q12. In a compressed gas cylinder storage facility.

Q13. AFR 2[illegible]5-1.

Q14. Items with a ready resale value and civilian utility, which are more subject to theft than other items. They must be stored under security control.

Supersedes Key 002-03-02-01 dated March 78.

Q15. Office machines, photographic equipment, vehicular equipment, and communication equipment.

Q16. Controlled Item Code.

Q17. Time Compliance Technical Order.

Q18. Items that require some type of maintenance or change within a specified period of time. This change is described in a technical order.

Q19. They will have a blue tag attached to them.

Q20. The shelf life for condition code "A" is six months or more, and for condition code "C" it is less than three months. For this reason, "C" items should be issued before "A" items, except to specified units or geographical areas when the short life expectancy could cause problems.

Q21. Condition code "D".

Q22. "TCTO Modification Required".

Q23. The Inspection Section.

Q24. War readiness spares kit items are spare or replacement items required to support aircraft, vehicles or equipment for a specified period of time. They are packaged in mobile kits so that they may easily be deployed in emergency situations.

Q25. Serviceable.

Q26. Only for required maintenance, or if they have exceeded their expiration date, or for issue under special circumstances which are prescribed by local policy.

Q27. Some items, such as electronic equipment, need protection from high humidity, while some items, such as film or photographic supplies, last longer if they are refrigerated.

Q28. Spoiled items should be moved so they can't contaminate other items. They should not be issued or shipped.

Q29. In the packing materials or containers or crates.

Q30. Keep the storage area clean and free of substances that could attract insects or rodents. Doors, windows, and ventilators must be properly screened. Sprays or other agents may also be necessary, but items that have been treated in this manner should be clearly marked.

Q31. Civil Engineering Pest Control.

Q32. It should be repaired, or the package should be removed from storage.

Q33. Age.

Q34. The shelf life is the period of time from the date of manufacture to the expiration date.

Q35. Place older property in front of newer property and issue older property first (this is called rotation of stock); insure that property is pulled from storage when it exceeds expiration date; report any property in storage that has exceeded the expiration date to inspectors.

ILLUSTRATED PROGRAMMED TEXT

002-03-03-02

Technical Training

Materiel Facilities Specialist

STORAGE LOCATION DESIGNATORS

October 1977

3400TH TECHNICAL TRAINING WING
3440th Technical Training Group
Lowry Air Force Base, Colorado

Study Guides (SGs), Workbooks (WBs), Study Guide and Workbook (SW), Programmed Texts (PTs), and Handouts (HOs) are authorized by ATC for student use in ATC Courses. They are designed to guide you through your study assignments in the most logical sequence for easy understanding. Answer self-evaluation questions and complete each problem or work assignment in the sequence given, and it will aid you in understanding and retaining key points covered in material you have studied.

Supply Training Branch
Lowry Air Force Base, Colorado

IPT G3ABR64531 000
October 1977

STORAGE LOCATION DESIGNATORS

SCOPE

In lessons one and two of this block you learned about the different types of storage facilities used by the Air Force and some of the things to consider in determining just where and how to store property. So far, so good! But once you have decided exactly where each item should be stored, how do you record this information so you'll always know exactly where to find that item? This is very important! Property lost in storage might as well not be there at all! To get around this problem, each storage location is identified by a storage location designator. And that's what you are going to learn about in this lesson.

OBJECTIVE

Complete given exercises by labeling illustrated storage locations and writing the location designators for specified items shown in the illustrations.

DIRECTIONS

To complete this lesson you will need the illustrated text, worksheet #1, a sheet of scratch paper, and AIS Module Test Form #3. You will find embedded questions throughout the text. Write short responses to them on the sheet of scratch paper. Try to do a good job with these questions because your answers will be an excellent study guide. A key to the correct answers is available at the instructor station.

1-1. As a Materiel Facilities Specialist, chances are excellent that sooner or later (and probably sooner), you will be working in a storage facility of some type. Your success on the job will probably depend, at least to some degree, on your familiarity with the facility and your ability to store and locate items in it. This is crucial. It isn't enough to know that a transistor is stored in a small item warehouse. You need to know exactly where in that warehouse it is stored. If an emergency requirement for it should arise, you won't have time to check through the entire warehouse looking for it.

Supersedes IS 002-03-02-02, Parts I and II, no date

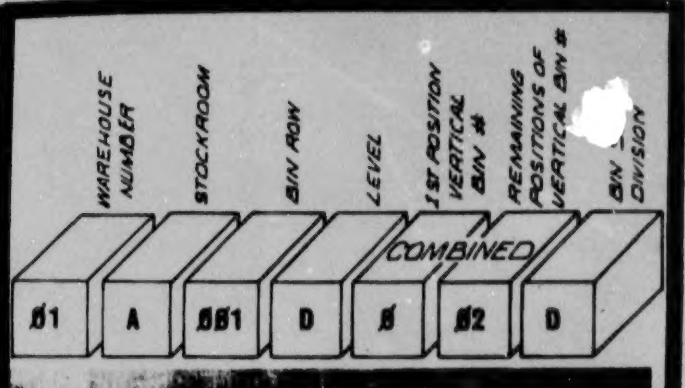
2-1. For this reason, every item stocked by Base Supply is assigned to a specific location. And only one stock number will be assigned to each location.

2-2. The next question is, how are these numerous locations identified? For example, you could say that transistors are stored in the small item warehouse, in the fifth bin, in the fourth row from the front, two slots from the left, and one shelf up from the floor. But that really isn't very clear. Especially if the warehouse is fairly large and has lots of aisles.

2-3. To avoid misunderstandings and make storage locations easy to identify, the stock locator system was devised. An important part of this system is the warehouse location designator. There is a designator identifying every location in every storage area.

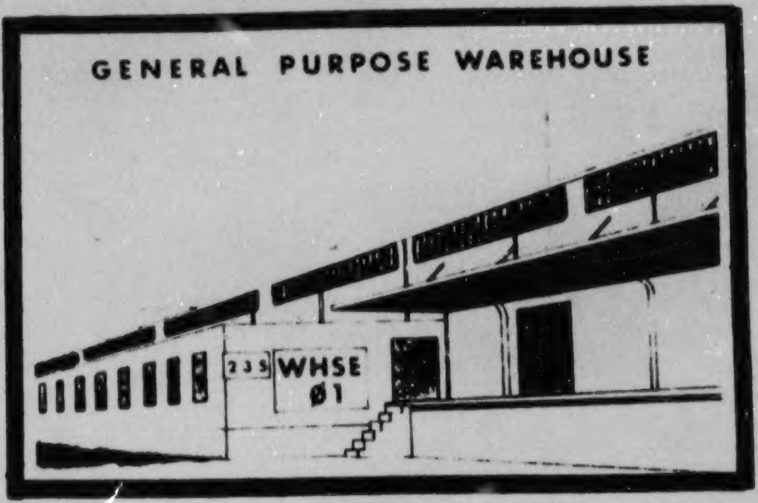
2-4. Storage location designators are codes with 10 or 11 positions. Why are they in code form? Because this is the best format for computer use. Remember, an important part of each item record is the code that indicates where the item is stored. Why 10 or 11 positions? You'll understand that after we take a look at what the different parts of the code identify. First we'll discuss the designators in terms of warehouse locations. Then we'll take a look at how they apply to open storage areas as well.

2-5. This is what a storage location designator looks like. We'll discuss each part individually. For now, notice how the parts are alternately alphabetical or numerical. One rule that you should keep in mind is that the alpha characters will never include "I" or "O". Why? Because these are too easily confused with numerical characters.

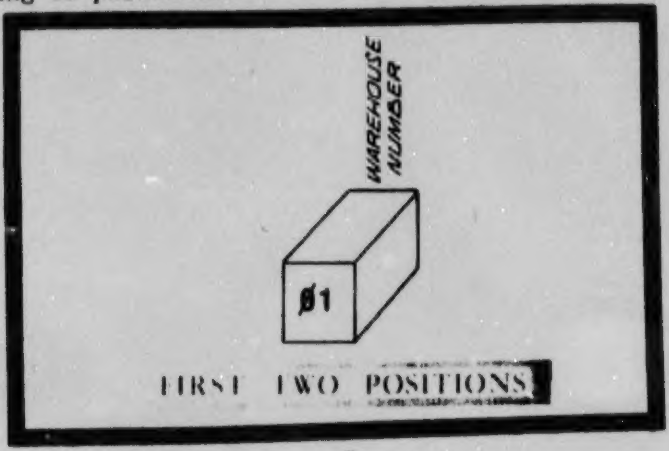


BREAKDOWN OF STORAGE LOCATION

3-1. The first two positions identify the warehouse. When a base is established, the Chief of Supply will assign a two-digit number to identify each warehouse building. You will notice that a sign with the word WAREHOUSE or the abbreviation WHSE and an assigned number will be placed on the outside of the building.


GENERAL PURPOSE WAREHOUSE
235
WHSE
01

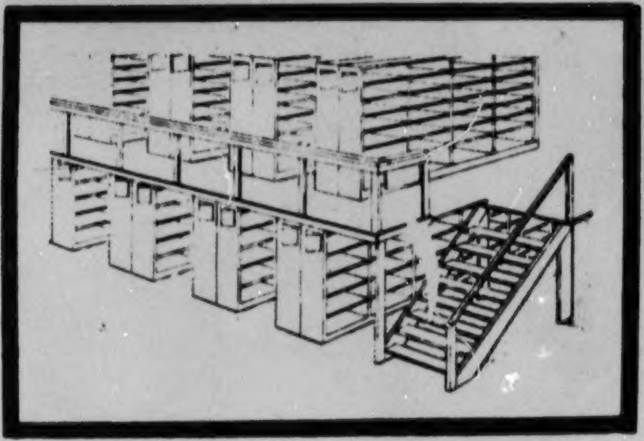
3-2. Here you see the first two positions of a warehouse location designator. Notice that even though this is warehouse number one, both positions must be used, so a zero is placed in front of the one. You will see other cases where zeros are used to fill in if a specific number of positions must be used. This is done for the sake of the computer, which reads entries according to positions.

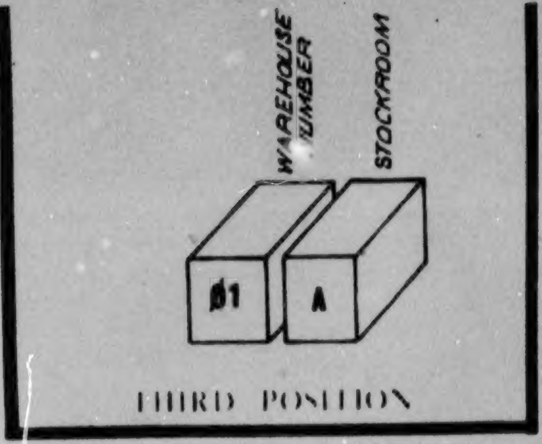

WAREHOUSE NUMBER
01
FIRST TWO POSITIONS

4-1. Some warehouses are extremely large and may be divided into stockrooms. As you can see from the illustration below, stockrooms are identified by a single letter. Identification signs are normally hung from the ceiling of each stockroom. In most warehouses the letters are assigned beginning with the stockrooms in the front of the warehouse and moving from left to right, front to rear. In instances where the warehouse is not divided into stockrooms, the entire area is designated "Stockroom A".

STOCKROOM
A

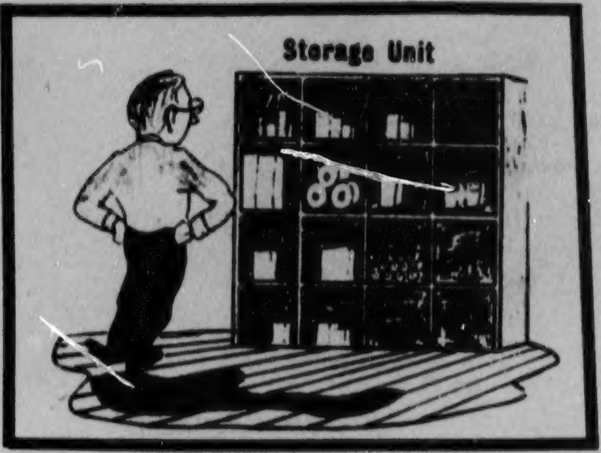
4-2. Many large warehouses have a mezzanine, which is a partial floor constructed between the main floor and the ceiling. It is especially useful for the storage of hardware, handtools, and other items that are not too bulky or heavy. They are like separate stockrooms and are identified in the same way.



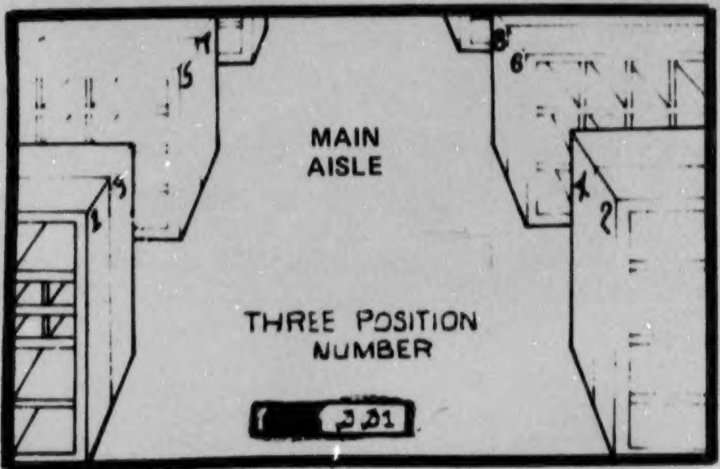

WAREHOUSE NUMBER
STOCKROOM
01
A
THIRD POSITION

5-1. Stockrooms are identified by the third position in the location designator. This is always a one-position, alpha character.

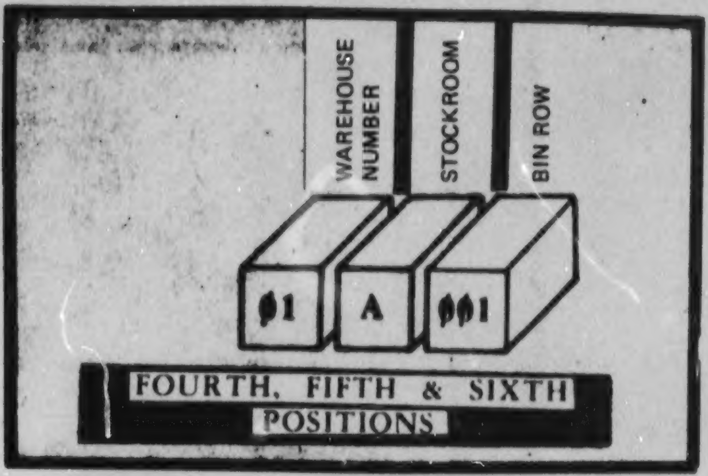
5-2. Many of the items in a stockroom will be stored in storage units. This illustration shows a single storage unit. As you can see, it is really nothing more than a shelving unit.


Storage Unit

5-3. Normally, these units are placed end-to-end and back-to-back to form bin rows as shown here. Notice how these bin rows are numbered. The odd numbers are on the left hand side of the main aisle, the even numbers are on the right. This will always be the case. Bin rows are always numbered from the front of the warehouse to the rear, with odd numbered rows to the left of the main aisle, and even numbered rows to the right.


17
15
3
1
8
6
4
2
MAIN AISLE
THREE POSITION NUMBER
301

6-1. The next three positions of the location designator identify the bin row. Remember, all three of the positions must be used, so you must fill in with zeros as needed. For example, here we are talking about bin row #1, which is identified in the designator as 001. It is important that the zeros be put in front of the number instead of behind it. Otherwise, you would be telling the computer bin row 100 instead of bin row 1.



6-2. Review what you have learned so far by writing short responses to the following questions.

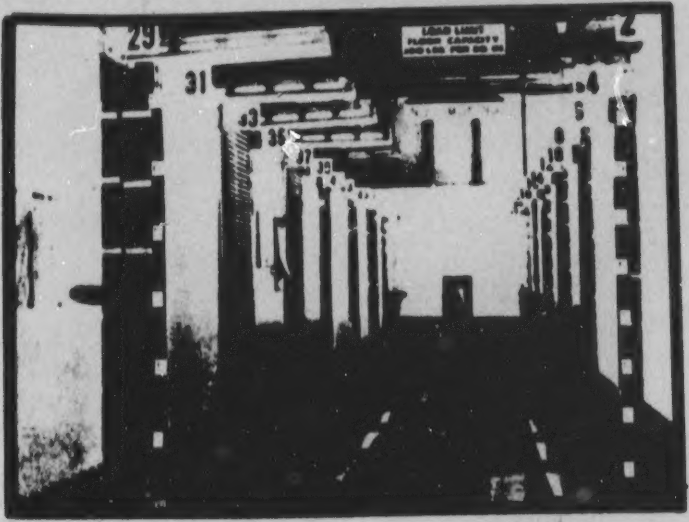
Q1. How many positions are there in a storage location designator?

Q2. How many stock numbers are assigned to each warehouse location?

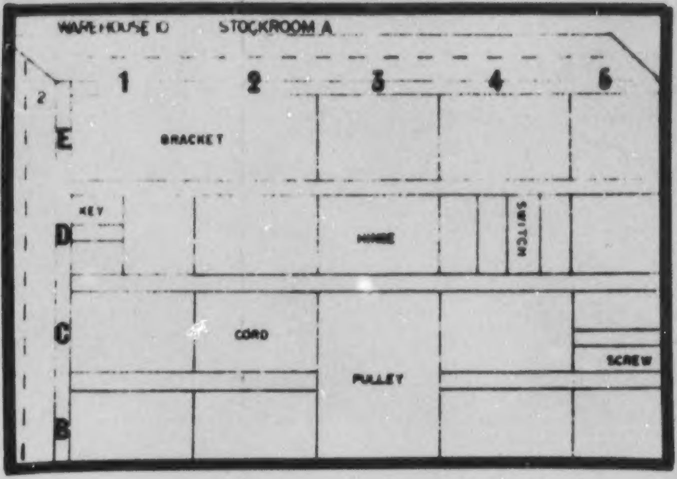
Q3. Which two letters are never used in storage location designators? Why not?

Q4. Explain what is identified by each of the following positions in a warehouse location designator:
first two ____________________
third ____________________
fourth, fifth and sixth ____________________

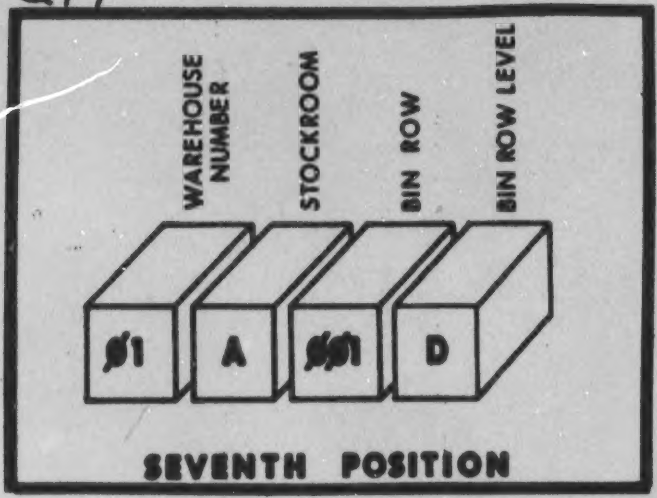
7-1. So far we have learned to identify the warehouse, the stockroom, and the bin row where an item is stored. What comes next? As you can see from the illustration, there are different levels in each of the storage units. These levels are identified by single alphabetical characters and are sequenced from bottom to top. In other words, the level closest to the floor will be "A", the next one will be "B", and so on. Look at the levels in the illustration. Notice that the level following "H" is "J". Remember, "I" is never used in location designators.



7-2. In some cases you may find locations that are more than one level high. In the illustration, the pulley is in a large bin that includes both levels "B" and "C". Whenever this is the case, the lower level is used for identification purposes. So, the pulley is assigned to level "B".

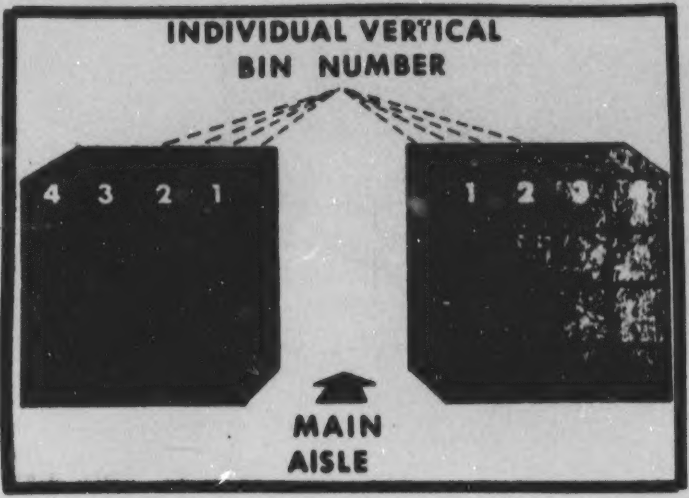


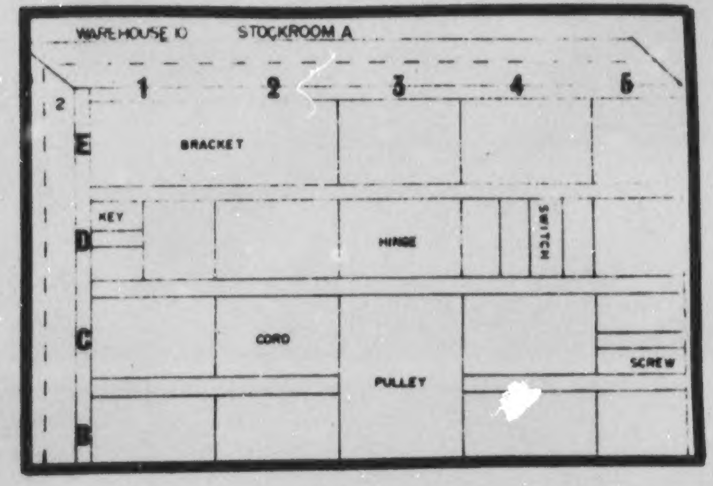
219


WAREHOUSE NUMBER
STOCKROOM
BIN ROW
BIN ROW LEVEL
01
A
001
D
SEVENTH POSITION

8-1. As you can see, the level identification is the seventh position of the location designation.

8-2. Once the horizontal level has been determined, the next step is to identify the vertical bin. Its identification is a three-position alpha/numeric code. In almost all cases, numbers are used, starting from the main aisle and working towards the sides.

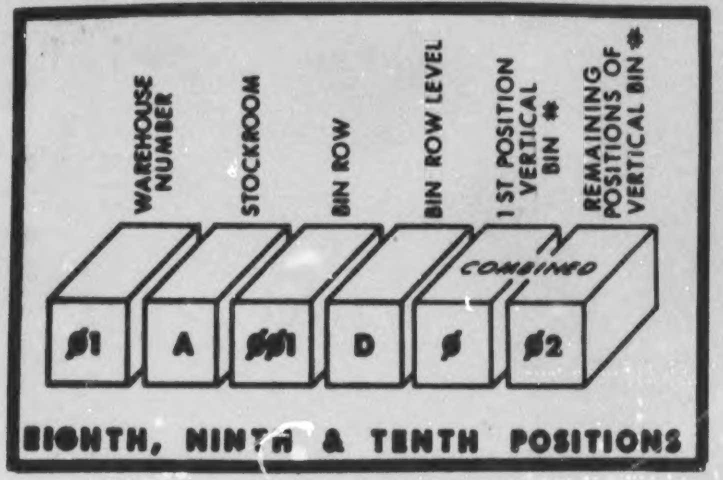

INDIVIDUAL VERTICAL BIN NUMBER
4 3 2 1
1 2 3 4
MAIN AISLE


WAREHOUSE 10
STOCKROOM A
1
2
3
4
5
2
E
D
C
B
BRACKET
KEY
HINGE
SWITCH
CORD
PULLEY
SCREW

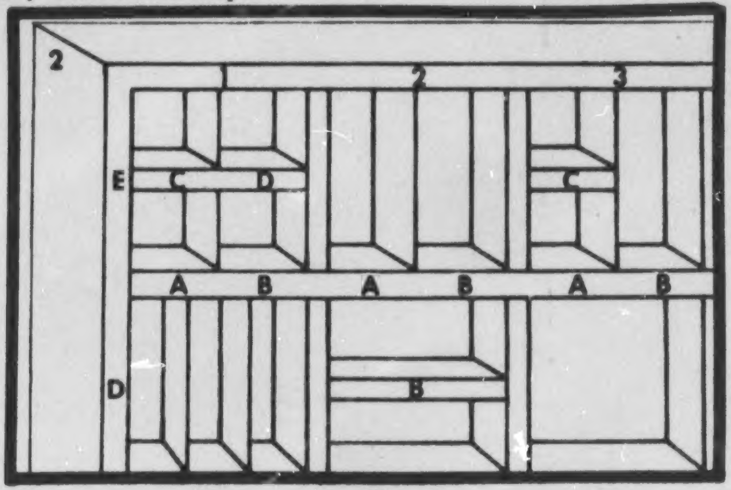
8-3. Just as bins may include more than one level, they may also run across more than one vertical bin number. In the illustration, the bin holding brackets runs across vertical bin numbers 1 and 2. It is the 1 that will be used in the location designator.

232

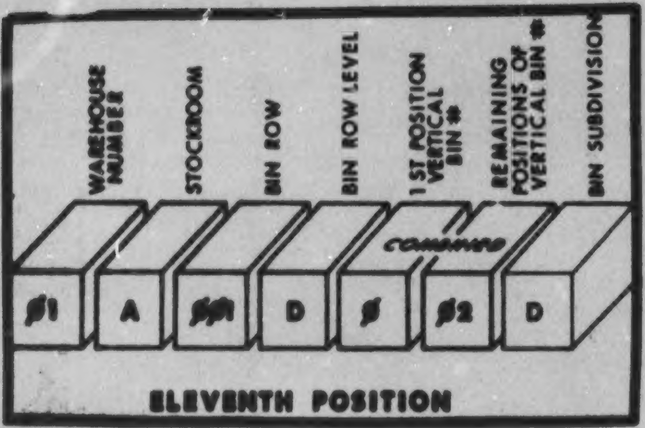
9-1. The vertical bin number becomes the eighth, ninth, and tenth positions of the location designator. The illustration shows two parts of this identification, but they are considered together. Notice that, again, zeros are used to fill in, because all three positions must be used. For example, if you are talking about vertical bin ten, it would be written 010. If you put the zero after the 10, you would be indicating vertical bin 100. In the example below, since we are describing vertical bin two, it is written 002, with the zeros preceeding (coming before) the 2.

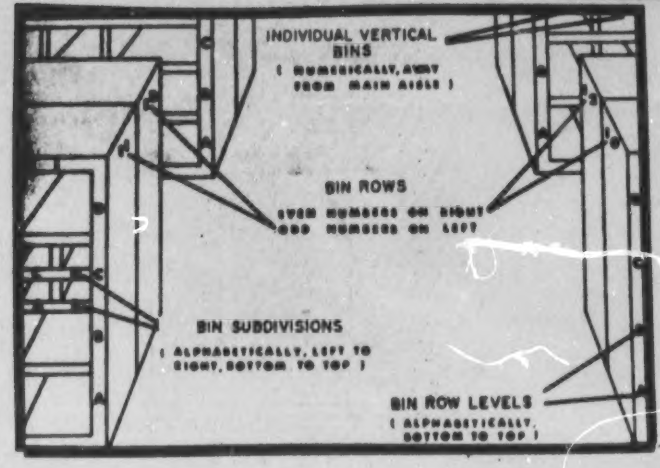

WAREHOUSE NUMBER
STOCKROOM
BIN ROW
BIN ROW LEVEL
1 ST POSITION VERTICAL BIN #
REMAINING POSITIONS OF VERTICAL BIN #
COMBINED
01
A
001
D
0
02
EIGHTH, NINTH & TENTH POSITIONS

9-2. Many warehouse location designators do not have an eleventh position. If there is one, it is used to identify the bin subdivision. Often, when very small items are being stored and do not require the entire bin, the bin is subdivided. As you can see, these subdivisions are identified by a one-position alpha character. Notice that the letters are assigned from left to right, bottom to top.


2
1
2
3
E
C
D
C
A
B
A
B
A
B
D
B

10-1. Here is a warehouse location designator complete with bin subdivision. You can see how completely this eleven position code identifies exactly where an item is stored. It tells us which warehouse, stockroom, bin row, level, vertical bin, and bin subdivision an item is stored in.


WAREHOUSE NUMBER
STOCKROOM
BIN ROW
BIN ROW LEVEL
1 ST POSITION VERTICAL BIN #
REMAINING POSITIONS OF VERTICAL BIN #
BIN SUBDIVISION
COMBINED
01
A
001
D
0
02
D
ELEVENTH POSITION


INDIVIDUAL VERTICAL BINS
(NUMERICALLY, AWAY FROM MAIN AISLE)
BIN ROWS
EVEN NUMBERS ON RIGHT
ODD NUMBERS ON LEFT
BIN SUBDIVISIONS
(ALPHABETICALLY, LEFT TO RIGHT, BOTTOM TO TOP)
BIN ROW LEVELS
(ALPHABETICALLY, BOTTOM TO TOP)

10-2. This illustration summarizes some important points about storage locations. Study it for a few minutes. Then write short answers to the questions that follow.

Q5. How are levels indicated in a storage location designator?

Q6. How many positions must be used to identify the vertical bin row?

Q7. When is a bin subdivision used?

Q8. How is a bin subdivision identified?

Q9. Explain what is identified by the following positions in a warehouse location designator:
seventh ____________________
eighth, ninth and tenth ____________________
eleventh ____________________

Q10. Complete the following sentences:

a. When bin rows are established, the even numbers are on the __________ and the odd numbers are on the __________.

b. Bin row levels are identified with __________ characters, from __________ to __________.

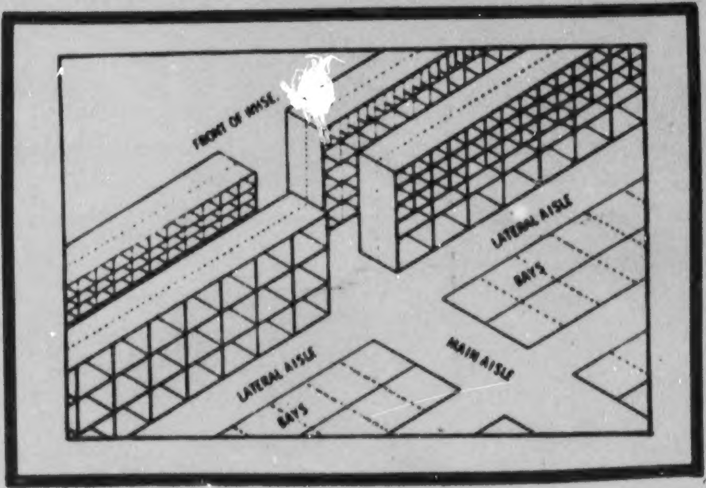
c. Individual vertical bins are identified with __________ characters, always going away from the __________.

d. Bin subdivisions are identified with __________ characters, __________ to __________ and __________ to __________.

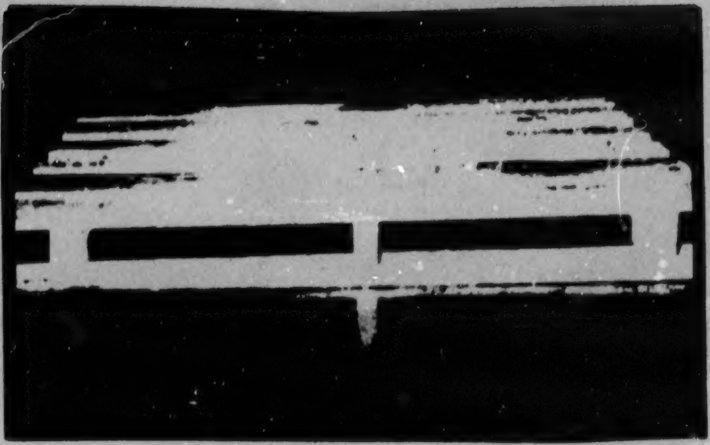
Q11. If you were looking for a generator with location designator 13B015C001, where would you look? (Write out a description of the location.)

11-1. Now you know how to identify the exact bin or bin subdivision where an item is stored. But, as you have seen in previous lessons, not all items are stored in bins. None-the-less, they require specific location identifications, too. So the 10 or 11 position storage location designator is used again. Let's take a look at how this is accomplished.

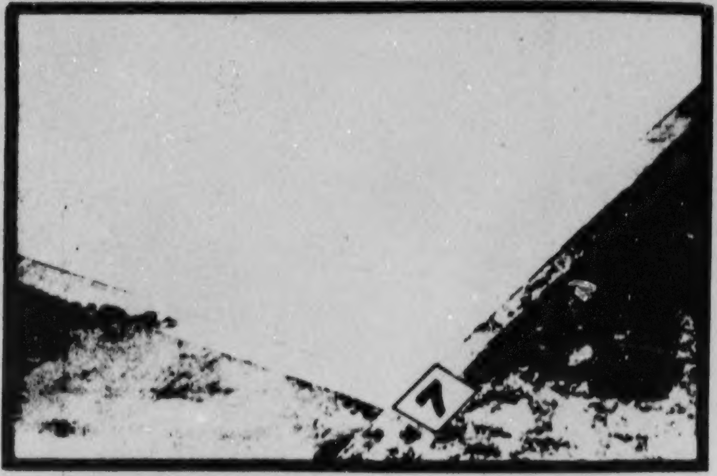
11-2. As you can see from this illustration, stockrooms, besides having storage units, may also have areas which are called bays. These bays are established by painting lines on the floor. Notice that the bays are located at right angles to the main aisle just as the storage units are.



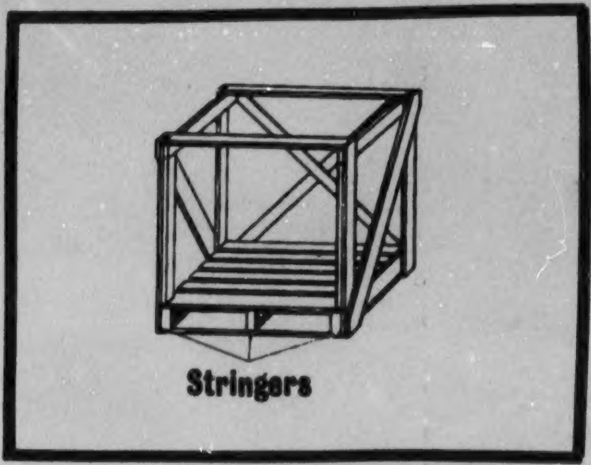
12-1. Bays are used to store large, bulky items, which have generally been loaded on flat pallets for easier handling. This is what a flat pallet looks like.



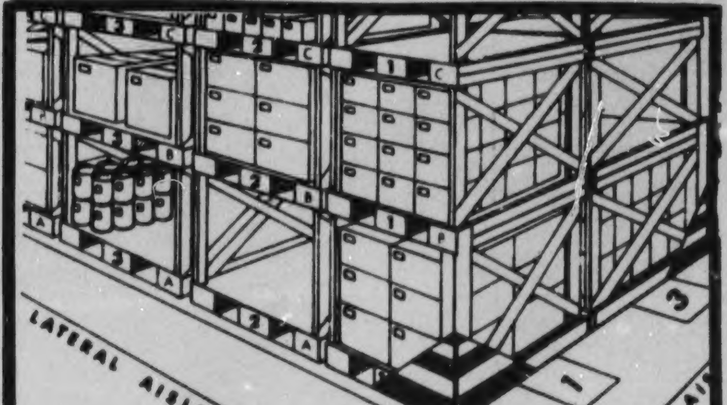
12-2. Bays are identified by a number painted on the boundary line next to the main aisle. They are numbered the same way as the bin rows -- even numbers on the right and odd numbers on the left when viewed from the front of the warehouse. In terms of the location designator, nothing has been changed much. The first two positions still identify the warehouse and the third the stockroom. The fourth, fifth, and sixth positions identify the bay. (Again, it may be necessary to fill in with zeros to use all three positions. The bay shown here would be identified as 007.)



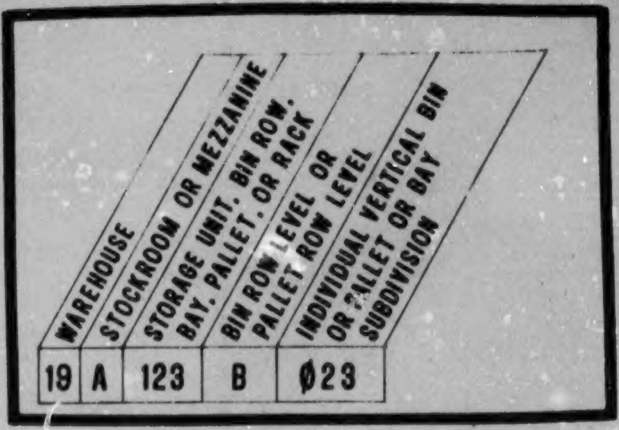
13-1. When we were talking about storage units, the seventh position of the designator was used to identify the level. The same is true here! In many cases, there is only one level -- A. Remember, levels are assigned from the floor up, so if there is only one level, it will naturally have the first letter. In some warehouses, however, pallets are stacked to save space. Box or frame pallets are used for this purpose. Notice the "stringers" on the box pallet shown here. They are the cross pieces of the bottom of the frame. Location symbols are placed on them when necessary.

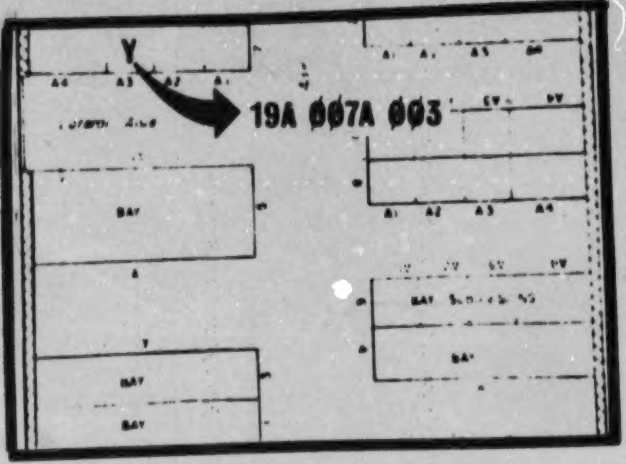


13-2. Letters which identify the level of the pallet are placed on the stringer closest to the main aisle. In the illustration below, notice that there are three levels of pallets, A, B and C. You can also see that bays may be subdivided. The numbers which identify the bay subdivisions are normally placed on the center stringer pallet.



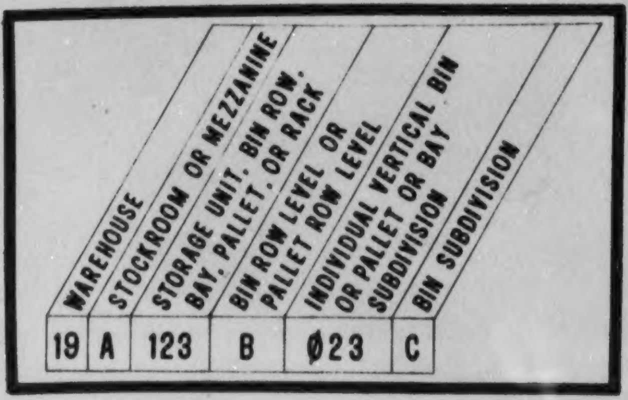
14-1. As you might expect, the eighth, ninth, and tenth positions of the location designator indicate the bay subdivision.


WAREHOUSE
STOCKROOM OR MEZZANINE
STORAGE UNIT, BIN ROW, BAY, PALLET, OR RACK
BIN ROW LEVEL OR PALLET ROW LEVEL
INDIVIDUAL VERTICAL BIN OR PALLET OR BAY SUBDIVISION
19
A
123
B
023


Y
19A 007A 003
BAY
BAY
BAY
BAY
BAY

14-2. You can see that storage location designators for bays are just as specific as those for storage units. For example, item Y is stored in warehouse 19, stockroom A, bay 7, level A, bay subdivision 3.

14-3. This illustration is a good summary of warehouse storage locations. Study it for a few minutes; then write short responses to the questions on the following page.


WAREHOUSE
STOCKROOM OR MEZZANINE
STORAGE UNIT, BIN ROW, BAY, PALLET, OR RACK
BIN ROW LEVEL OR PALLET ROW LEVEL
INDIVIDUAL VERTICAL BIN OR PALLET OR BAY SUBDIVISION
BIN SUBDIVISION
19
A
123
B
023
C

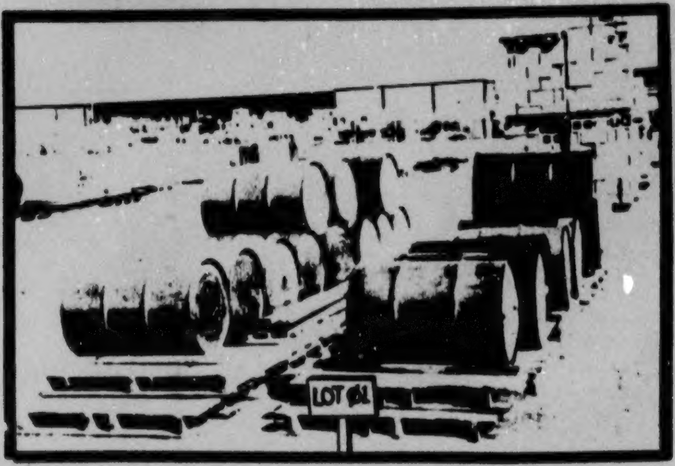
Q12. How are bays identified?

Q13. What are bays used for?

Q14. Where are location symbols placed on pallets?

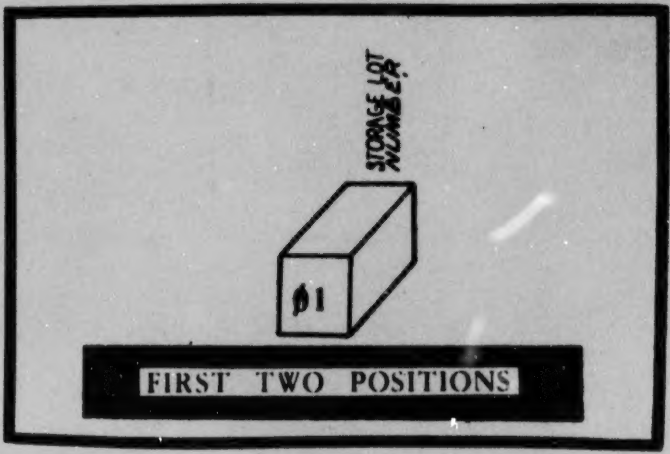
Q15. Given location designator 25C002B004, write a description of the location if it were:
  a. a storage unit
  b. a bay

15-1. So far we have discussed location designators as they apply to warehouses. These same designators are also used for open storage areas. Remember, these areas are controlled by the computer also.

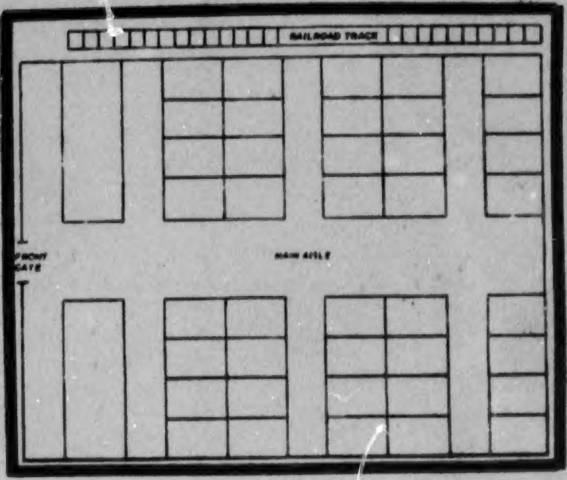


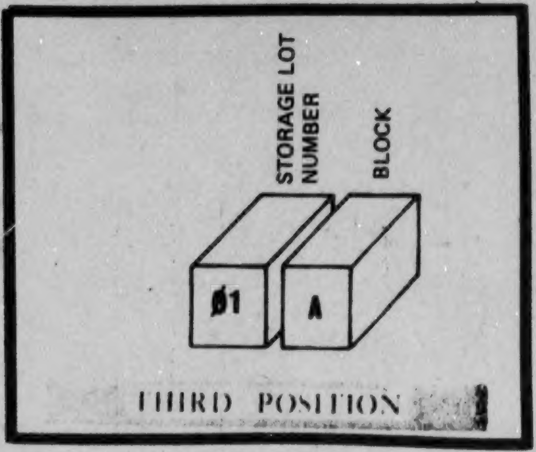
15-2. Open storage space is divided into lots. Each lot is identified by a two digit number.

15-3. As you might expect, the storage lot number occupies the first two positions of the designator.



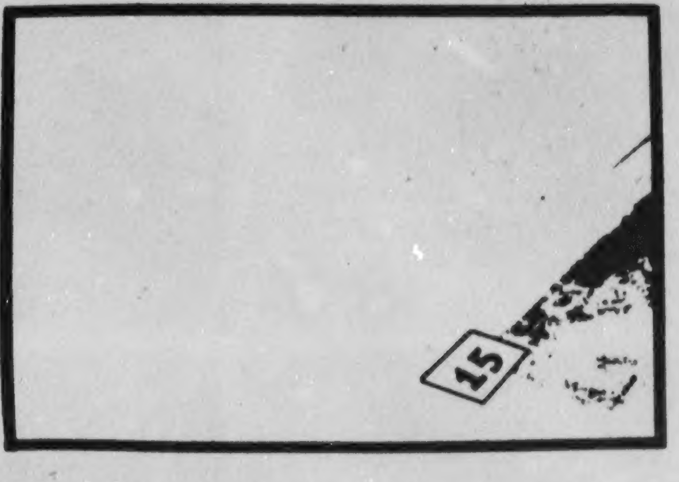
16-1. If necessary, the lot is divided into blocks. The blocks compare to warehouse stockrooms and are identified the same way -- by a single letter. If an open storage lot is not divided into blocks, the entire lot is considered to be block A. This is the case in the illustration.

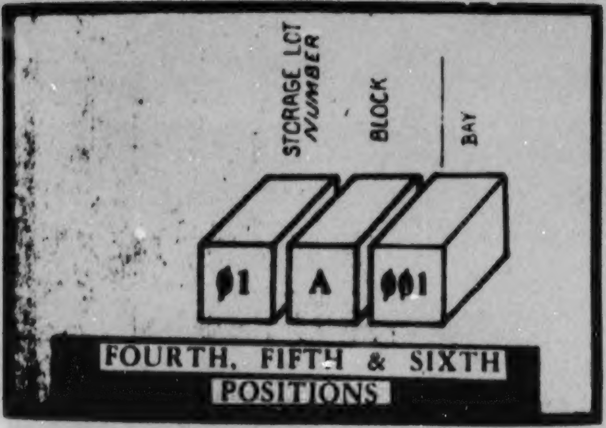




16-2. And this is what the location designator looks like so far.

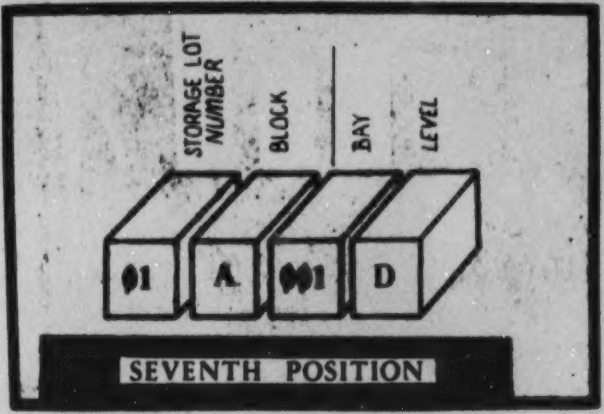
16-3. Blocks, in turn, may be subdivided in the same manner as stockrooms. The subdivisions are called bays and are identified by numbers which are normally placed along the lines which outline the bay, just like in a warehouse. If it is not possible to place the identification symbols along the line, they are placed on the pallets. Odd numbers are assigned to bays on the left side of the main aisle (when looking from the front), and even numbers are on the right.

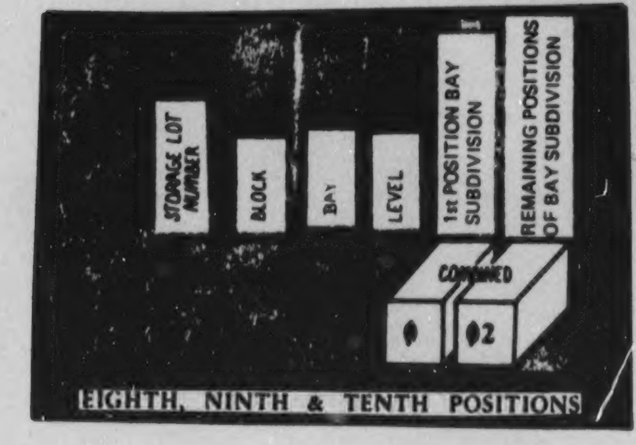



STORAGE LOT NUMBER
BLOCK
BAY
01
A
001
FOURTH, FIFTH & SIXTH POSITIONS

17-1. The fourth, fifth, and sixth positions of an open storage location designator identify the bay.

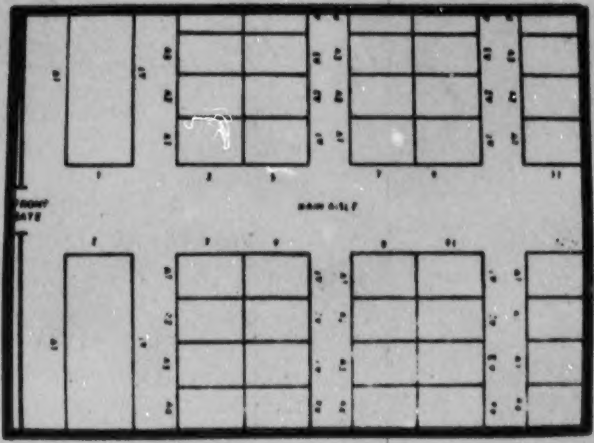
17-2. The seventh position of the designator identifies, as always, the level on which the item is stored. As was the case in the warehouse, the single letter identifications begin with A on the bottom and move upward. For all practical purposes, most outside storage is on the A level. However, it is possible that additional levels could be used.

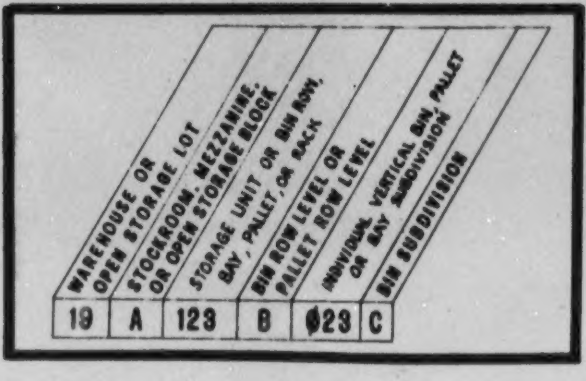

STORAGE LOT NUMBER
BLOCK
BAY
LEVEL
01
A
001
D
SEVENTH POSITION


STORAGE LOT NUMBER
BLOCK
BAY
LEVEL
1st POSITION BAY SUBDIVISION
REMAINING POSITIONS OF BAY SUBDIVISION
COMBINED
0
02
EIGHTH, NINTH & TENTH POSITIONS

17-3. Remember, for warehouse locations, the eighth, ninth, and tenth positions are combined to indicate the individual vertical bin or bay subdivision. The latter is true for open storage locations.

18-1. This illustration shows a typical layout of an open storage area. Notice that, because there is only one level of storage being used, all of the bay subdivisions are prefixed with A.


FRONT GATE
MAIN AISLE


WAREHOUSE OR OPEN STORAGE LOT
STOCKROOM, MEZZANINE, OR OPEN STORAGE BLOCK
STORAGE UNIT OR BIN ROW, BAY, PALLET, OR RACK
BIN ROW LEVEL OR PALLET ROW LEVEL
INDIVIDUAL VERTICAL BIN, PALLET OR BAY SUBDIVISION
BIN SUBDIVISION
19
A
123
B
023
C

18-2. This illustration summarizes all the possibilities that exist for storage location designators. There is no way you can tell whether this designator represents a warehouse or an open storage lot. But, of course, at your base of assignment, you will be very familiar with the numbers of the different storage areas, so this will be no problem.

18-3. See how much you remember about location designators for open storage by writing short responses to the following:

Q16. The storage lot number is shown as ________________ positions in the storage location designator.

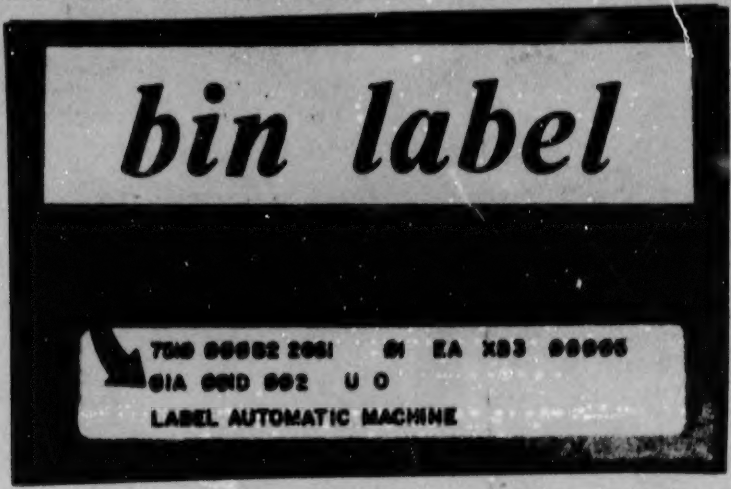
Q17. Why is an A usually found in the seventh position?

Q18. Which positions in the designator indicate the bay?

Q19. While a warehouse may be divided into stockrooms, an open storage lot may be divided into __________________.

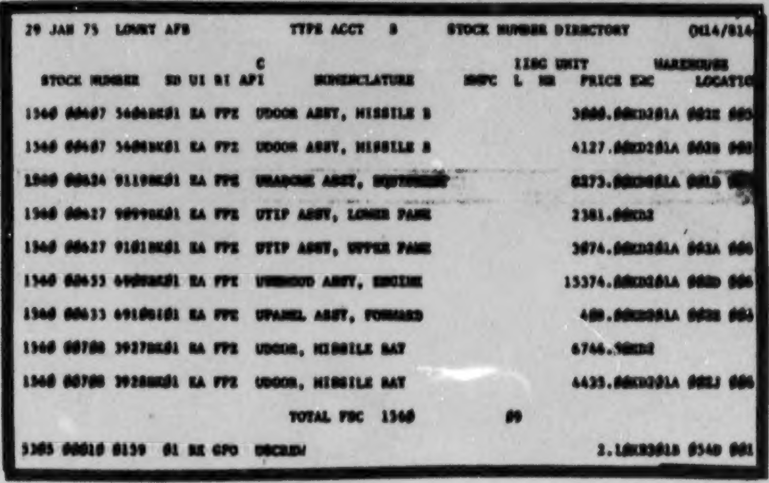
230

19-1. Now that you know all about warehouse location designators, how are they used? First, each warehouse location will have a bin label attached to it. As you can see, this label identifies the location (in this case 01A001D002) and also provides information about the item stored there. It indicates the stock number, system designator, unit of issue, ERRC designator, and nomenclature. Printed labels are output by the computer. In some cases, bin labels are handscribed. You'll learn more about them in a later lesson.



```
7510 00082 2061   01  EA  XB3  00005
01A 001D 002   U O
LABEL AUTOMATIC MACHINE
```

19-2. Warehouse locations are also reflected in the Stock Number Directory. In the illustration below you can see the warehouse locations to the far right. You can notice something else interesting here. Remember what you learned in the last lesson about similar items being stored together? You can see evidence of it here. Most of the items on this portion of a page from the Stock Number Directory are in the same FSC. Notice that they are stored close together. They are all in warehouse 01, stockroom A, and most of them are in bin row 002, vertical bin 005 or 006.



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29 JAN 75  LOWRY AFB          TYPE ACCT   B     STOCK NUMBER DIRECTORY        0014/014

                           C                                  ISSC UNIT        WAREHOUSE
  STOCK NUMBER    SD UI RI API     NOMENCLATURE         MMPC  L  NR   PRICE ERC      LOCATIO

1560 00407 5606BK01 EA FPZ  UDOOR ASSY, MISSILE B                3000.00KD201A 002E 005
1560 00407 5608BK01 EA FPZ  UDOOR ASSY, MISSILE B                4127.00KD201A 002B 005
1560 00624 9119BK01 EA FPZ  UBABCMB ASSY, [illegible]            8273.00KD801A 001D [illegible]
1560 00627 9099BK01 EA FPZ  UTIP ASSY, LOWER PANE                2381.00KD2
1560 00627 9101BK01 EA FPZ  UTIP ASSY, UPPER PANE                3074.00KD201A 002A 006
1560 00633 6900BK01 EA FPZ  UENHOOD ASSY, ENGINE                15374.00KD201A 002D 006
1560 00633 6910BK01 EA FPZ  UPANEL ASSY, FORWARD                  400.00KD201A 002E 006
1560 00700 3927BK01 EA FPZ  UDOOR, MISSILE BAY                   6746.50KD2
1560 00700 3928BK01 EA FPZ  UDOOR, MISSILE BAY                   6435.00KD201A 002J 006
                                  TOTAL FSC  1560          09
5305 00010 8139  01 BX GPO  USCREW                                  2.10KB201B 054D 001
```

243

231

20-1. Location designators are an important part of the item record and are reflected on many output documents. For example, when the computer outputs instructions to stock an item or to remove one from storage, it will normally also tell you what the correct location for the item is.

20-2. See how much you have learned about storage location designators by completing exercises A and B on the worksheet for this lesson. You may check your work against the key at the instructor station. A key to the embedded questions is also available there. If you have any problems with the lesson, be sure to ask one of your instructors for help.

3B 7c=144

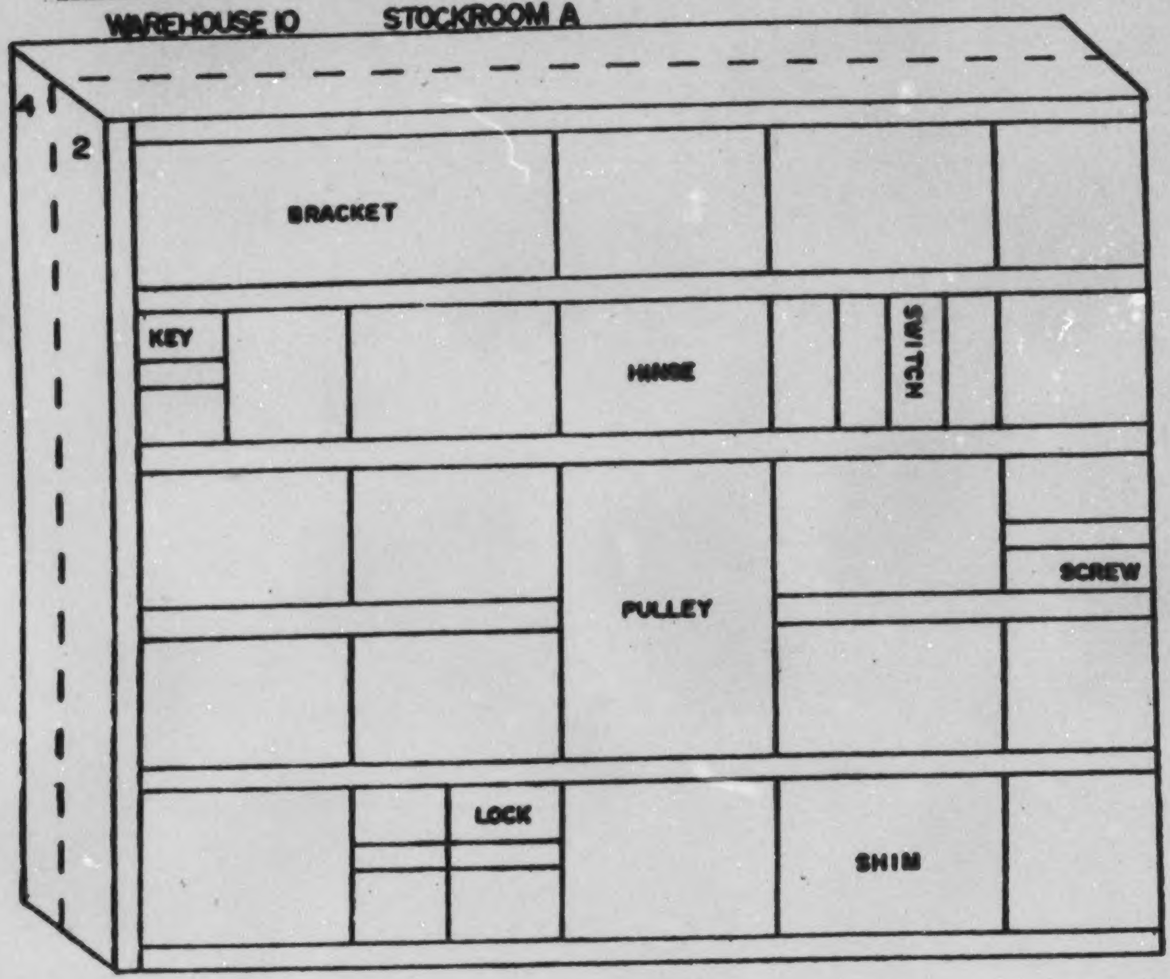
232

Supply Training Branch
Lowry Air Force Base, Colorado

WB G3ABR64531 000
March 1978

STORAGE LOCATION DESIGNATORS

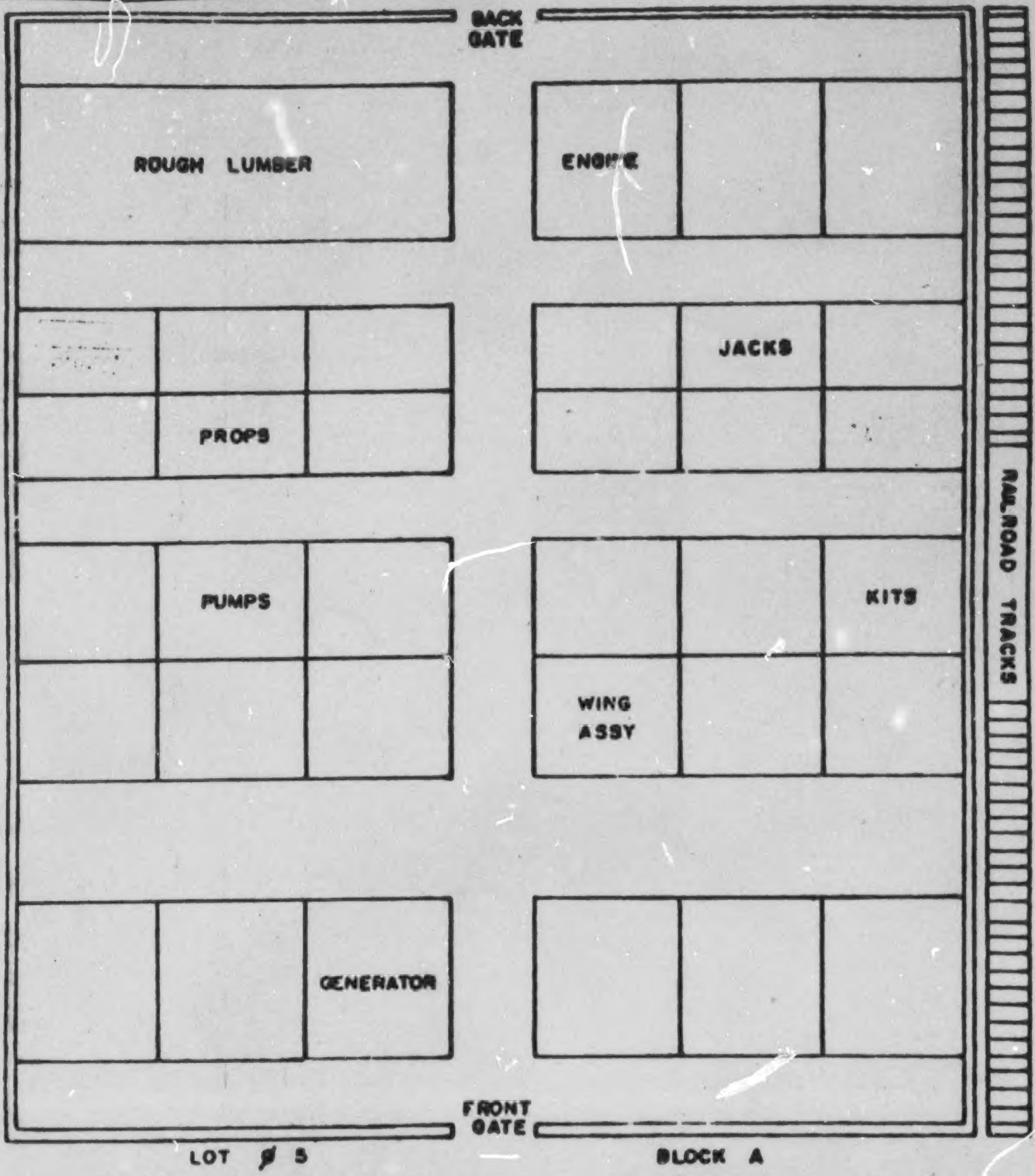
Exercise A: Place the location identification symbols on the diagram below (in other words, label the individual vertical bins and the bin subdivisions). Then write the location designators for the stored items that are identified on the chart. Check your work against the key, which is available at the instructor station.


WAREHOUSE 10
STOCKROOM A
4
2
BRACKET
KEY
HINGE
SWITCH
SCREW
PULLEY
LOCK
SHIM

a. Bracket ______________________
b. Key ______________________
c. Hinge ______________________
d. Switch ______________________

e. Pulley ______________________
f. Screw ______________________
g. Lock ______________________
h. Shim ______________________

Exercise B: Place the location identification symbols on the diagram below. There is only one level, so the location symbols for the bay subdivisions may be written as the level followed directly by the bay subdivision number (for example A6). After you have written in the identification symbols, write the location designators for the stored items below. You may check your work against the key at the instructor station.


BACK GATE
ROUGH LUMBER
ENGINE
JACKS
PROPS
PUMPS
KITS
WING ASSY
GENERATOR
RAILROAD TRACKS
FRONT GATE
LOT 0 5
BLOCK A

a. Rough Lumber ________________

b. Engine ________________

c. Jacks ________________

d. Props ________________

e. Pumps ________________

f. Kits ________________

g. Wing Assy ________________

h. Generator ________________

PROGRAMMED TEXT 234

002-03-04-01

Technical Training

Materiel Facilities Specialist

STOCK LOCATOR SYSTEM

August 1978

LOWRY TECHNICAL TRAINING CENTER
3440th Technical Training Group
Lowry Air Force Base, Colorado

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ATC FORM 214 (JAN 76)   OBSOLETES ATC FORMS 214, MAY 69, 522, NOV 63 AND 523, MAY 71.   STANDARD COVERSHEET

Supply Training Branch
Lowry Air Force Base, Colorado

PT G3ABR64531 000
August 1978

STOCK LOCATOR SYSTEM

SCOPE

Lessons 1, 2 and 3 of this block have taught you different aspects of storage operations. You have learned the types of storage facilities that are used; some of the considerations in determining what to store where; and how the storage locations are identified.

Basically, then, you have learned how a storage area is set up. Now the main consideration is how to keep it running. The stock locator system helps take care of this.

In this lesson you will learn about the tasks involved in maintaining an efficient stock locator system. These tasks include preparing bin labels, finding and assigning warehouse locations, loading locations to item records or deleting locations from the records, updating the Stock Number Directory, and processing the Daily Document Register.

OBJECTIVES

1. Prepare and process a warehouse location addition.

2. Prepare and process a warehouse location change.
3.
3. Prepare and process a warehouse location delete.

4. Check the Daily Document Register and update the Stock Number Directory if required.

Supersedes PT 002-03-04-01 dated March 1978.

DIRECTIONS

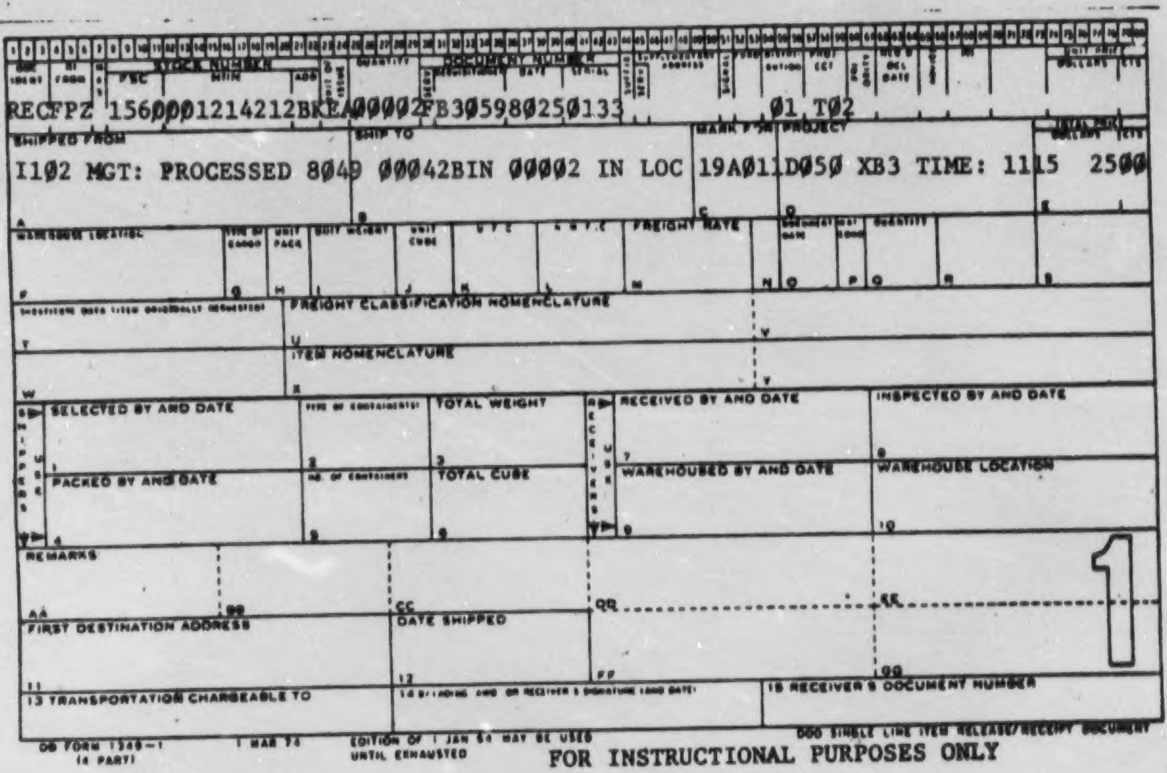
To complete this lesson you will need this text, a sheet of scratch paper, the workbook, and several blank AF Forms 1991. Throughout the text you will find embedded questions. Write short responses to them on the sheet of scratch paper. A key to the correct answers is available at the instructor station.

As you learned in the last lesson, one of the most important functions of the Materiel Storage and Distribution Branch of Base Supply is locating the stored property. Time and/or money are wasted when something can't be found. Items lost in storage could cause aircraft to be grounded and missions to be delayed. For this reason, storage location designators clearly and specifically indicate where each item is stored. These locations are the backbone of the stock locator system. Generally speaking, the purpose of the system is to provide an accurate and easy method of locating property. The system uses both internal and external records which must be constantly updated to remain correct and current.

Do you remember what these types of records are? Let's quickly review. As you learned in Block I, all internal records are maintained inside the computer. There are many of them, but the stock locator system is concerned mainly with the item records. (Remember, each item record normally indicates the designated storage location for that NSN.) External work listings or records are maintained outside the computer. In the stock locator system you will be mostly concerned with the Stock Number Directory and will also work with the Daily Document Register.

Now let's get back to how you will work with the stock locator system. If you are assigned to the Storage and Issue Section, one of your main responsibilities will be placing property in its correct storage location. When will you do this? Whenever the computer outputs a management notice telling you to do so.

You learned about management notices in Block II. Remember, they are messages that are output by the computer when an external decision or external action is required. In the storage operation, the management notices you are most likely to see are a notice to stock or a bin notice. They both definitely require external action because they tell you, the Storage and Issue clerk, to store the identified property in the designated storage location. There is an example of a bin notice on the facing page. Look it over.



STOCK NUMBER
DOCUMENT NUMBER

RECFPZ 156001214212BKEA00002FB305980250133
01 T02

SHIPPED FROM
SHIP TO
MARK FOR
PROJECT

I102 MGT: PROCESSED 8049 00042BIN 00002 IN LOC 19A011D050 XB3 TIME: 1115 2500

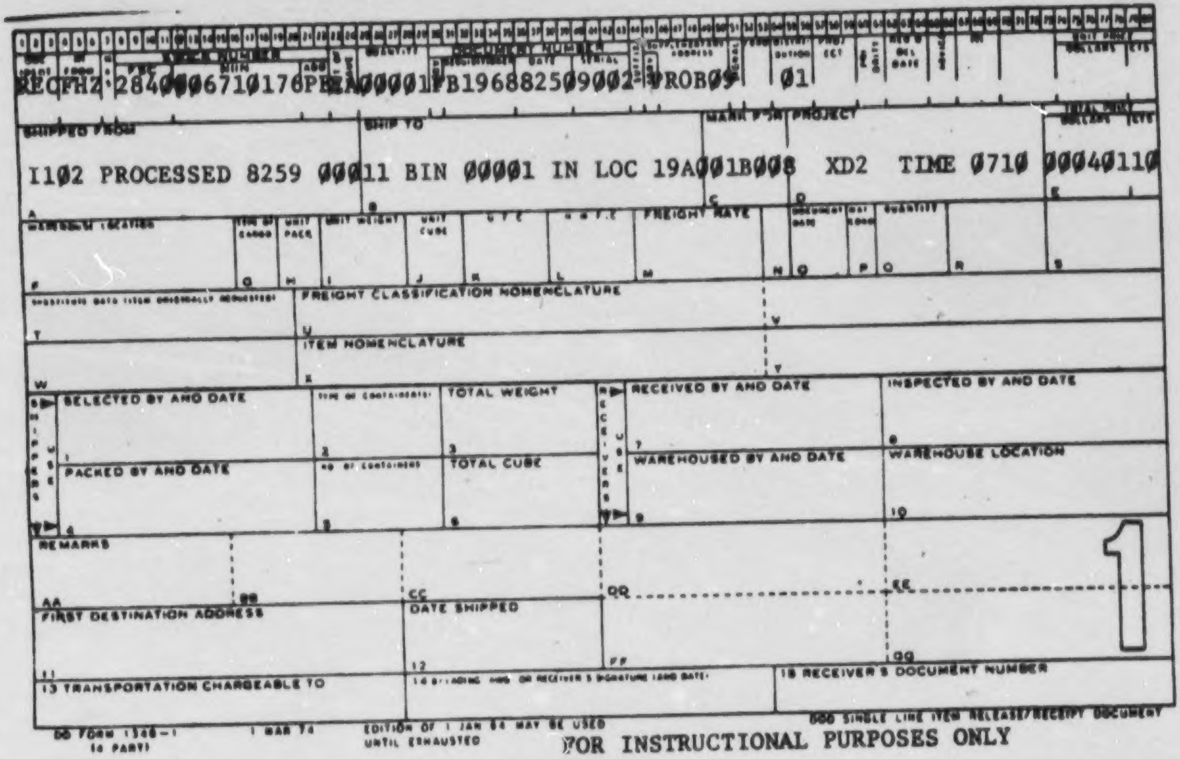
FREIGHT RATE
FREIGHT CLASSIFICATION NOMENCLATURE
ITEM NOMENCLATURE
SELECTED BY AND DATE
TOTAL WEIGHT
RECEIVED BY AND DATE
INSPECTED BY AND DATE
PACKED BY AND DATE
TOTAL CUBE
WAREHOUSED BY AND DATE
WAREHOUSE LOCATION
REMARKS
FIRST DESTINATION ADDRESS
DATE SHIPPED
13 TRANSPORTATION CHARGEABLE TO
15 RECEIVER'S DOCUMENT NUMBER
1
DD FORM 1348-1 (4 PART) 1 MAR 74
EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED
DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

The first line of print gives you some information about the items to be stored. The TRIC (REC) indicates that these items were just received, probably from a source of supply. The stock number is in CC 8-22. It is followed by the unit of issue (EA) and the quantity (00002).

The second line of print indicates that this is a management notice. (If you wanted to, you could check on this type of notice in chapter 30 of AFM 67-1, Vol. II, Part Two.) It then tells you to bin the item, gives a quantity, and indicates the proper location for the item. That makes it easy. All you have to do is store two of item 156001214212BK in storage location 19A011D050. You'll get some practice doing this sort of thing in the last block of the course. Incidentally, a notice to stock document performs exactly the same function and looks very similar. The only difference is that it will say stock rather than bin, and will not specify the quantity in the second line. This is no problem since the quantity is indicated on the first line.

To make sure you understand the procedure we have just discussed, take a look at the document below. Then write short responses to the questions that follow.



RECFHZ 2840006710176PEA00001FB196882509002 PROB09 01

SHIPPED FROM

SHIP TO

MARK FOR

PROJECT

TOTAL PRICE

I102 PROCESSED 8259 00011 BIN 00001 IN LOC 19A001B008 XD2 TIME 0710 00040110

FREIGHT RATE

QUANTITY

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE

SELECTED BY AND DATE

TOTAL WEIGHT

RECEIVED BY AND DATE

INSPECTED BY AND DATE

PACKED BY AND DATE

TOTAL CUBE

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS

FIRST DESTINATION ADDRESS

DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1 (4 PART) 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

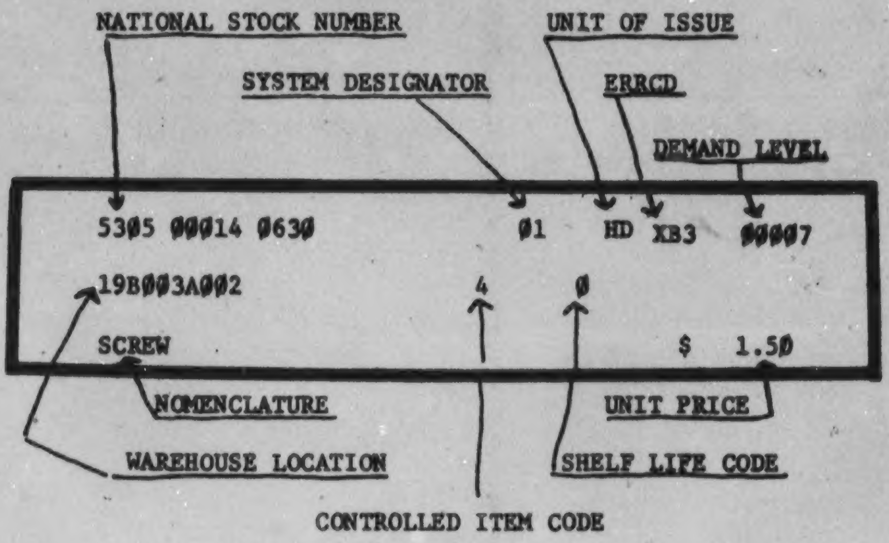
FOR INSTRUCTIONAL PURPOSES ONLY

Q1. What is the stock number of the item to be stored?

Q2. Where should the item(s) be stored?

Q3. What quantity will you place in the warehouse location?

Once you have taken the item(s) to the location indicated on the notice, how can you be sure you're in the right place? By looking at the bin label, of course. You learned a little about bin labels in the last lesson. Do you remember? Every storage location that is in use will have a bin label which identifies the location and the property assigned to it. These labels are normally produced by the computer, but you will see some that are handscribed. They are essential to the stock locator system because they indicate what type of property each location should contain. Take a minute to look at the bin label shown on the following page.


NATIONAL STOCK NUMBER
UNIT OF ISSUE
SYSTEM DESIGNATOR
ERRCD
DEMAND LEVEL
5305 00014 0630
01
HD
XB3
00007
19B003A002
4
0
SCREW
$ 1.50
NOMENCLATURE
UNIT PRICE
WAREHOUSE LOCATION
SHELF LIFE CODE
CONTROLLED ITEM CODE

As you can see, the location designator is printed in the center on the left side. It is 19B 003A 002. You should be able to interpret that as meaning warehouse 19, stockroom B, bin row or bay 3, level A, and vertical bin or bay subdivision 2.

The top left side of the label indicates the national stock number of the item assigned to the location. This is followed by the system designator, unit of issue, ERRC designator, and demand level. Other information on the label includes the nomenclature, controlled item code, shelf life code, and unit price. (Incidentally, do you remember where you can find the explanations for these various codes? A good place to start is chapter 3 of AFM 67-1, Vol. II, Part Two.)

As we have said, most bin labels are computer produced. However, some will be handscribed. Why? Possibly because it is a temporary label or possibly because it identifies a different type of location. Let's discuss this. For the most part you will be dealing with active locations. These are the locations initially assigned to the items and recorded on the internal records. Labels for these locations are normally machine produced (made by the computer).

Sometimes, however, the active location simply isn't large enough to hold all of the property assigned to it. When this is the case, you may temporarily need a second location for the additional property. This second location is called the reserve location. It is not a part of the item reocrd. (Remember, the internal records have room only for a limited amount of information.)

Hopefully the storage operation you are assigned to won't have very many reserve locations. They are established only as a last resort and should be temporary in nature. This makes sense. If a location is too small, it is more efficient to assign a larger location rather than use two smaller ones, especially since only one of the two may be included on the item record.

However, because reserve locations are used on a temporary basis, you should know about them.

Since reserve locations are not included in the internal records, the labels for them cannot be computer produced. Instead, they are handscribed. Look at the example below.

5305 00014 0630
19B004A089 RESERVE
ACTIVE 19B003A002

You will notice that this label doesn't contain quite as much information as the label for an active location. It merely indicates the stock number of the item, the storage location, and also the active location of the item.

This is fine, but unless you are there, how do you know what the reserve location of the item is? Simple. It is cross-referenced on the active location bin label. Below is the bin label of the active location of item 5305000140630. Notice that between the active location designation and the nomenclature, the reserve location is handscribed.

```
5305 00014 0630          :01      HD      XB3      00007

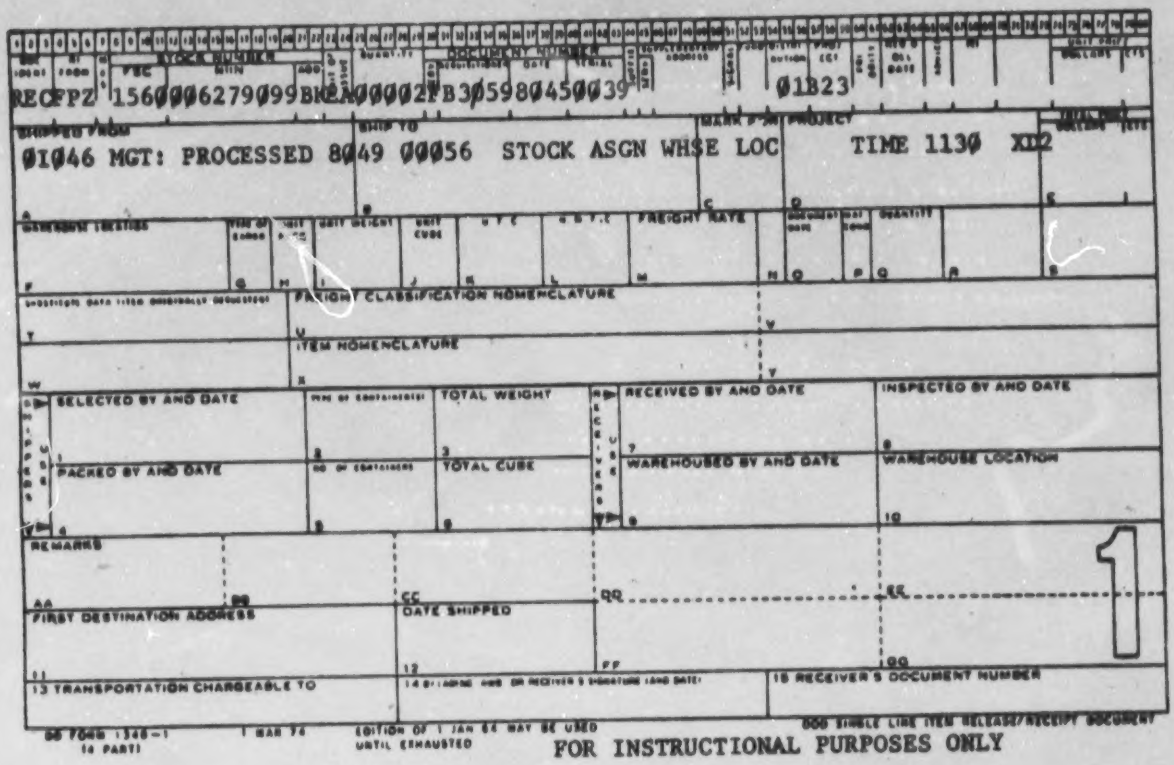
19B003A002               4        0
RESERVE 19B004A089
SCREW                                              $  1.50
```

Now that you know what a reserve location is and how it is identified, let's look at an example of how this information could be used. Say you work in the Storage and Issue Section and have just received an issue document instructing you to pull (or remove) six of item 5305000140630. The location specified on the document (the active location) contains only four of the item. However, the bin label indicates that there is a reserve location for the item. You should go to that other location and pull the needed items. If there are not enough in the reserve location, then return to the active location for the remainder. Always use items stored in reserve locations first.

You can see that the bin label is very helpful. When you are storing property as the result of a management notice, you should always compare the label on the property against the notice and the bin label. In other words, if the management notice instructs you to store or bin five of item 5305000101010, you should check to make sure that this is the stock number on the labels attached to the items and is also the one on the bin label. If there is a discrepancy, return the property and notice to the Receiving Section. If everything is in agreement, then put the property in the location. What happens to the notice? This depends on the policy of your base. In some cases it is filed; in others it is destroyed.

Storing property according to management notices can be a very simple task. All you have to do is take the property to the designated location and check to make sure the labels match the documentation. Unfortunately it is not always quite so simple.

It sometimes happens that property is received which has not been assigned a warehouse location (for example, if the item is new to the base inventory). When this happens, the management notice will look like the one on the following page. Take a look at it.



STOCK NUMBER
DOCUMENT NUMBER

RECFPZ 1560006279099BKEA00002FB305980450039 01B23

SHIPPED FROM
SHIP TO
MARK FOR
PROJECT

01046 MGT: PROCESSED 8049 00056 STOCK ASGN WHSE LOC TIME 1130 XD2

FREIGHT RATE

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE

SELECTED BY AND DATE
TOTAL WEIGHT
RECEIVED BY AND DATE
INSPECTED BY AND DATE

PACKED BY AND DATE
TOTAL CUBE
WAREHOUSED BY AND DATE
WAREHOUSE LOCATION

REMARKS

FIRST DESTINATION ADDRESS
DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO
15 RECEIVER'S DOCUMENT NUMBER

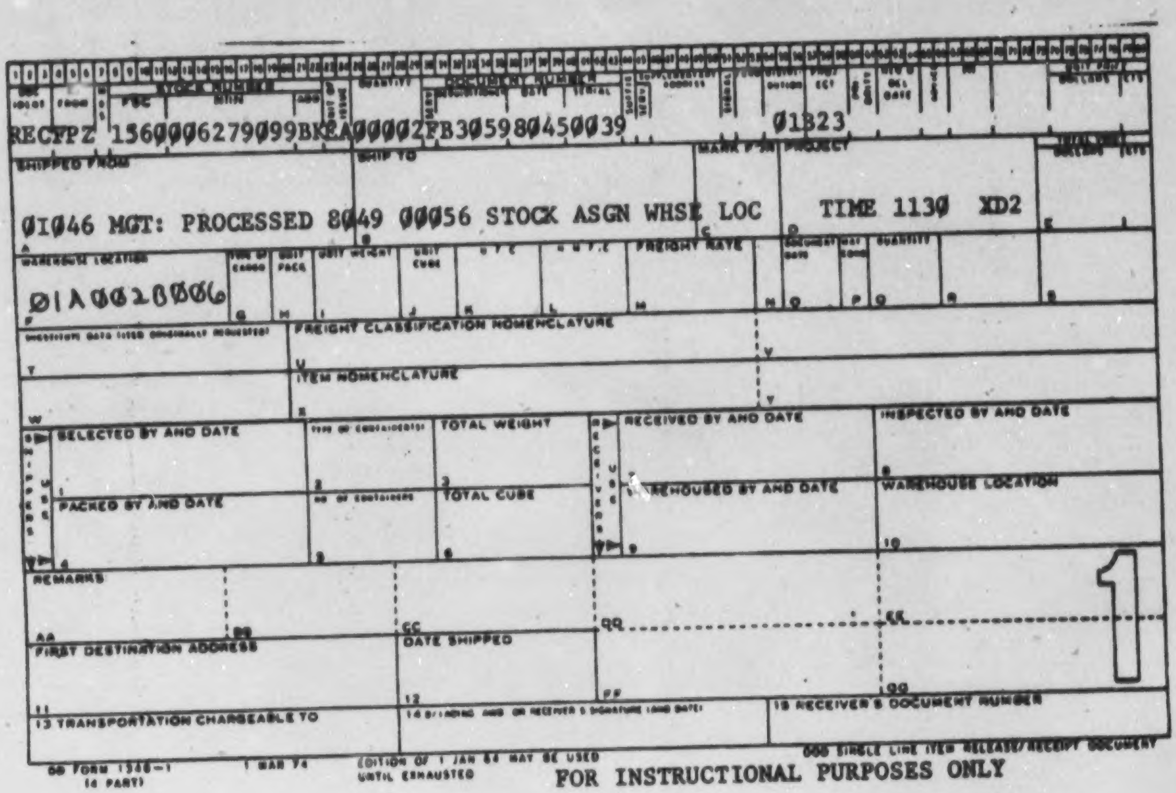
DD FORM 1348-1 (4 PART) 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED
DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

The difference between this type of notice and the ones on pages three and four is easy to see. In the second line of print, instead of specifying a warehouse location, "STOCK ASGN WHSE LOC" is printed. This means that you must choose a location for the item.

How do you do this? First, you must find a warehouse location that does not have a bin label on it (which is a good indication that the location is not being used.) Remember, only one stock number may be assigned to a warehouse location. Naturally, when you choose a location, you will keep in mind the various storage principles you have learned in this block. Many of them are just common sense. For example, the size of the item makes a difference. You won't put a very large item in a very small bin or a small item in an open bay. If the item requires special storage considerations (i.e., refrigeration, controlled humidity), this must be taken into account. You should also look at the controlled item code. If it is not "U," the item may be classified, sensitive or pilferable, and will have to be stored accordingly. ("U" is for unclassified.)

Once you have found an empty location that is suitable for the item, you should place the property in that location. That's not the end of it though. Since you have just assigned a warehouse location, this must be documented. The first step is to write the warehouse location in block F of this document. This has been done in the figure below.



STOCK NUMBER | QUANTITY | DOCUMENT NUMBER

RECYPZ 15600062790099BKEA00002FB305980450039   01823

SHIPPED FROM: 01046 MGT: PROCESSED 8049

SHIP TO: 00056 STOCK ASGN WHSE LOC

MARK FOR

PROJECT: TIME 1130 XD2

WAREHOUSE LOCATION: 01A0020006

FREIGHT RATE

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE

SELECTED BY AND DATE | TOTAL WEIGHT | RECEIVED BY AND DATE | INSPECTED BY AND DATE

PACKED BY AND DATE | TOTAL CUBE | WAREHOUSED BY AND DATE | WAREHOUSE LOCATION

REMARKS

FIRST DESTINATION ADDRESS | DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO | 15 RECEIVER'S DOCUMENT NUMBER

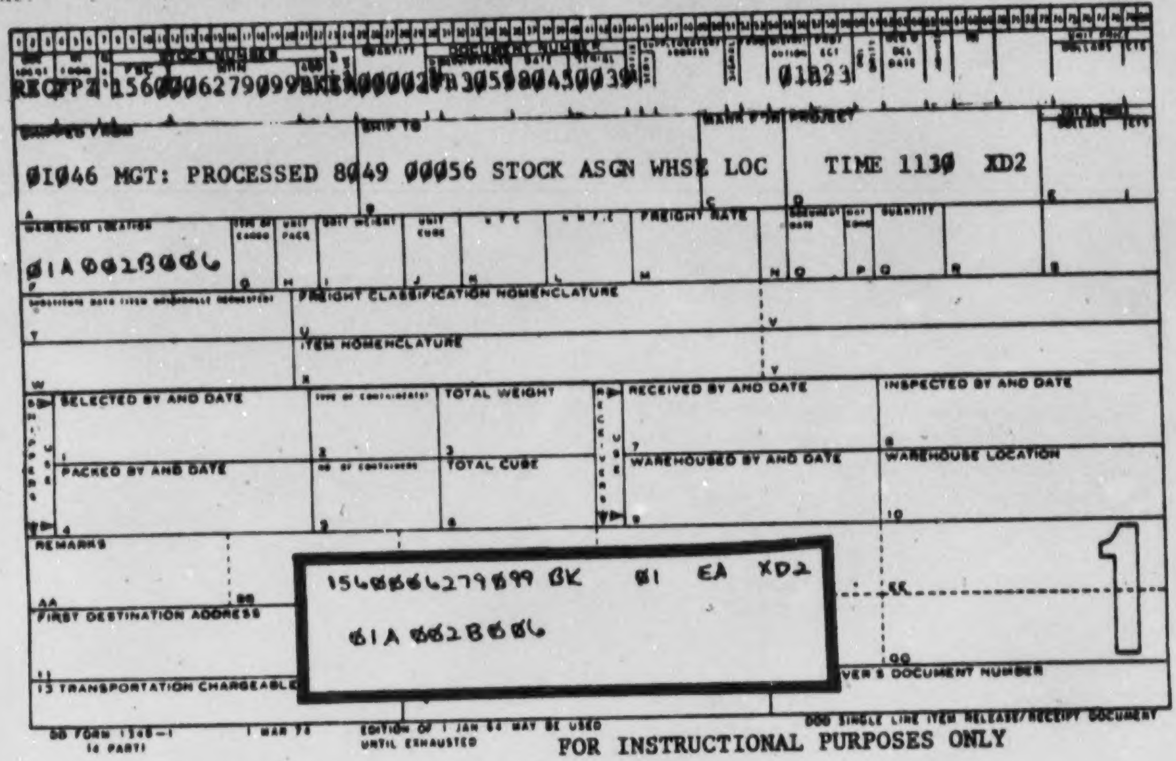
1

DD FORM 1348-1 (4 PART) 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

The other action you need to take immediately is to prepare a bin label for the new location. You should never leave property in a storage location that is not labeled correctly. All you have to do is get an blank bin label and transfer the appropriate information from the management notice. You won't have to worry about memorizing the format of a label because there will always be plenty of samples around. The figure on the following page shows how the required information has been extracted from the notice. Study it for a few minutes; then answer the questions that follow.



RECPP2 1560006279099BKE000002FB30598045 0039 01B23

SHIPPED FROM

01046 MGT: PROCESSED 8049 00056 STOCK ASGN WHSE LOC

PROJECT

TIME 1130 XD2

WAREHOUSE LOCATION

01A002B006

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE

SELECTED BY AND DATE

TOTAL WEIGHT

RECEIVED BY AND DATE

INSPECTED BY AND DATE

PACKED BY AND DATE

TOTAL CUBE

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS

1560006279099 BK 01 EA XD2

01A 002B006

1

FIRST DESTINATION ADDRESS

13 TRANSPORTATION CHARGEABLE

VER'S DOCUMENT NUMBER

DD FORM 1348-1 (4 PARTS) 1 MAR 73 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

Q4. What is the warehouse location that has been assigned?

Q5. What is the stock number of the item assigned to this location?

Q6. What is the unit of issue of the item?

You can see that the handscribed label doesn't contain as much information as ones that are printed by the computer. That's all right. It is only temporary and will soon be replaced by a computer-produced label.

So far, so good. The property has been stored in a suitable location and the location has been correctly labeled. We're not finished yet, however. The new location is not on the item record, so the next step is to put it there. As a Storage and Issue clerk, this is your job.

It is not a difficult task. You simply prepare two copies of AF Form 1991 as a warehouse location change input. (Don't be confused by the word change. Updating the item record with a warehouse location change can be an addition to, a change, or a deletion from the item record.) Since you want to load a warehouse location to an item record that does not already have one established, it is commonly called a warehouse location addition.

The input is also called an FCS input. FCS represents the transaction identification code (TRIC) used to add, change, or delete a warehouse location on the item record. Let's take a look at the format followed to prepare this input. The format is shown in attachment A-1 to chapter 21 of AFM 67-1, Vol. II, Part Two.

ATTACHMENT A-1

WAREHOUSE LOCATION CHANGE INPUT

1. PURPOSE: To add, change, or delete the warehouse location on an item record.

2. INPUT RESTRICTIONS: None.

3. OUTPUT: See attachment A-2.

4. INPUT FORMAT AND ENTRY REQUIREMENTS:

Card Col	Nr Pos	Field Designation	Remarks
– 1-3	3	Transaction Identification Code	FCS
4-7	4	Blank	
– 8-22	15	Stock Number	
23-29	7	Blank	
30	1		Note 3
– 31-41	11	Warehouse Location	Note 1
42-54	13	Blank	
– 55-56	2	System Designator	Note 2
57-70	14	Detail Document Number	Note 3
71-80	10	Blank	

NOTE 1: Warehouse Location

If input is to request a replacement bin label for serviceable assets, insert an R in cc 31 followed by 10 blanks. This option is not available for unserviceable assets recorded on DIFM details.

If the warehouse location is to be added to or changed on an item record, the location must contain data as follows:

Pos	Prog Edits	Description
1-2	N	Warehouse Numbers: Warehouse numbers for host type accounts B & E are limited to 01-63. Outputs for warehouse numbers 20-63 will be routed to the main line printer. The output device for warehouse numbers 01-19 will be governed by the remote translate table. Warehouse numbers for satellite accounts and type account codes other than B & E may range from 01 through 99.
3	A	Stockroom or Storage Section (include mezzanine as separate stock room).
4-6	N	Bin Row
7	A	Level, Horizontal Bin Row, or Bay Subdivision.
8	A/N	Rotary Bin or First Digit of Bin Vertical Number.
9-10	A/N	Remaining two digits of vertical bin number, bay subdivision, or pallet number; or, two digit for vertical bin number of rotary bins.
11	A or blank	Bin or Pallet Subdivision.

Identify rotary bins with separate vertical bin numbers.

Use the stockroom code to identify mezzanines; disregard volume I, part one, chapter 4.

If the warehouse location is to be deleted (blanked) from an item record, enter an asterisk (*) in the last position (cc 41) of the warehouse location field. Warehouse location cannot be deleted if:

A serviceable balance is on the item record.

A DIFM, due-in, WRM spares, or supply point detail record is linked to the item record.

NOTE 2: System designator (SD) may not be blank. Only the item record specified by the input stock number and system designator will be updated. If the input is from a satellite remote, the input SD must be compatible with remote number in the base variables.

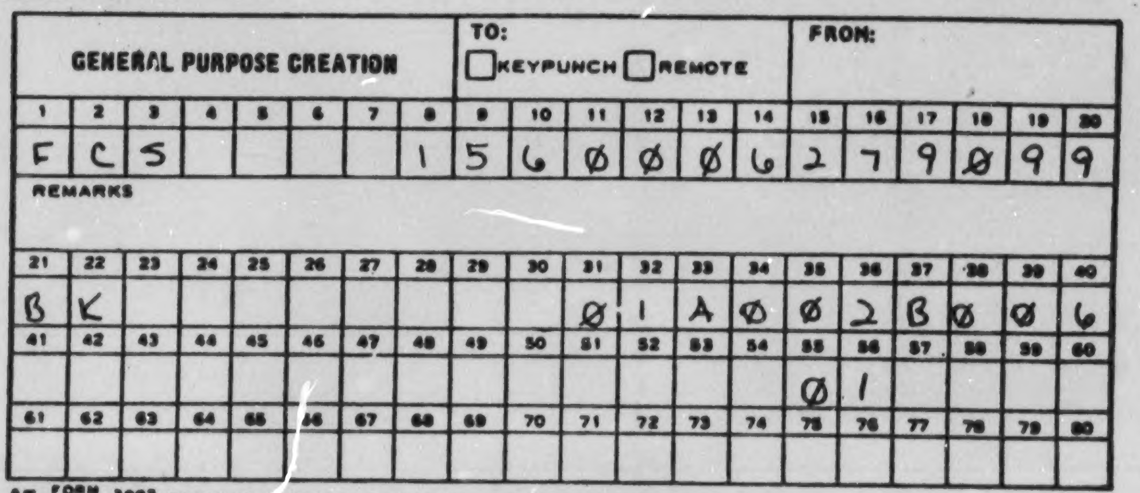
NOTE 3: When loading or changing unserviceable detail warehouse location cc 30 must contain a W. CC 57-70 must contain the detail document number. A warehouse location code will be assigned for those UMR exhibit items located in maintenance.

You haven't had much experience following formats to prepare inputs, so we'll take this one very slowly. First, look at how the format is set up. It starts out with some general information such as the purpose, input restrictions, and the output.

Then comes the input format and entry requirements. This portion has been divided into four columns titled "Card Col" (card column), "Nr Pos" (number of positions), "Field Designation," and "Remarks." These four columns tell you exactly how to fill out the 1991. Look at one of the 1991s you have for this lesson. Notice that it has 80 card columns. The format will tell you exactly what must be entered in each of those card columns.

For example, in card columns (CC) 1-3, three positions are designated for the TRIC which the remarks column tells you is FCS. CC 4-7 are blank. CC 8-22 contain 15 positions for the NSN; if the NSN has only 13 positions, use only CC 8-20. CC 23-30 are blank and the 10 or 11 position location designator that you have just assigned should be entered in CC 31-40/41. However, the remarks column for this entry says "Note 1." So before you enter the warehouse location on the 1991 you should read note 1. It explains some of the options available with this entry and also shows how the location designator should be constructed. The only other entry required for this FCS input is the two position system designator in CC 55-56. Note 2 gives additional details about this entry. For school purposes, 01 is always used.

You can see that preparing input forms is very easy as long as you have the format to follow. Below is an AF Form 1991 prepared to load the warehouse location we have been discussing in this lesson.



GENERAL PURPOSE CREATION								TO: ☐ KEYPUNCH ☐ REMOTE						FROM:					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
F	C	S					1	5	6	0	0	0	6	2	7	9	0	9	9
REMARKS																			
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
B	K									0	1	A	0	0	2	B	0	0	6
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
														0	1				
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80

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FOR INSTRUCTIONAL PURPOSES ONLY

Before continuing with the lesson, see how much you remember about preparing FCS inputs by writing short responses to the following questions.

Q7. How many copies of AF Form 1991 should be prepared for an FCS input?

Q8. Where does the format for an FCS input come from?

Q9. How many positions are designated for the warehouse location? Which card columns?

Q10. Which card columns should contain the system designator.

Once you have filled out the 1991, it is ready to be input. The new warehouse location will then become a part of the appropriate item record. The input will also cause the output of a new bin label at the end of the day. The machine-produced bin label will take the place of the one you handscribed earlier in the day.

There is, however, another record that must be updated first. Can you figure out what it is? Think for a minute. What external record is a printout of the internal item record? The Stock Number Directory, of course.

You learned about this listing in Block II, so you should already be familiar with it. It is a listing which contains the data on each item record. This data (called indicative data) includes the stock number, unit of issue, price, and current warehouse location. The latter of these is especially important because the directory serves as the locator listing in the warehouse. It is also very necessary during times when the computer system is down and all internal records are inaccessible. The Stock Number Directory is in stock number sequence. It is output once a month. When a new copy is received, the month-old copy is held for 30 days. Then it is destroyed.

Since the directory is output once a month, each new copy reflects all the changes that have been made to item records in the past month. However, a monthly updating is really not accurate enough for Storage and Issue operations. The warehouse needs a listing that is always correct. For this reason, everytime you prepare an input that will change some of the data on the item record, you must also change that information in the Stock Number Directory. If you have just assigned a warehouse location to an item, you should make sure that this information is included in the directory. It is important that the external and internal records always be in agreement. This updating is called annotating.

Annotating is really a simple process. Let's take a look at how it is done. On the facing page are two figures showing a page from the Stock Number Directory. The stock number is the first entry for each item and the warehouse location is close to the middle of the page. Notice that some of the items in the first figure do not have warehouse locations (for example 156000627910lBK). When a location is assigned to the item, the directory is updated by simply handscribing the location in the appropriate place, as shown in the second figure.

What if the stock number doesn't even appear on the listing? Then you must enter it. Just place it in the proper sequence on the listing. For example, if you have assigned a location to item 1560006336909BK but find that this number doesn't appear in the directory (figure one), you'll have to add it as shown in (figure two). Besides the stock number, other helpful indicative data may also be included in the entry. Of course you should be sure to include the new warehouse location in the appropriate column.

Now that the external record has been updated, you should submit the FCS input to update the internal records. Copy 1 of the AF Form 1991 is sent to the Storage and Issue remote operator or to the PCAM Unit for input processing. Copy 2 is held in a suspense file. Before we discuss the use of this file, review what you have learned about the Stock Number Directory by answering the following questions.

Q11. Why must the Stock Number Directory be updated?

Q12. How often does the Storage and Issue Section receive a new Stock Number Directory?

Q13. How is a new warehouse location added to the Stock Number Directory?

Q14. What is the process of adding or changing information in the directory called?

The suspense file of all the copy 2s of FCS inputs serves a very important function. Back in Block I you learned the purpose of suspense files. They provide a means of checking to insure that transactions have processed correctly. As you might guess, this file serves exactly the same purpose.

```
29 JAN 75  LOWRY AFB          TYPE ACCT   B     STOCK NUMBER DIRECTORY       (M14/814-80)          1968 DATE 5029   PAGE    5
                           C                                IISG UNIT        WAREHOUSE   MOBP  RF    T  R S D          EIRS SBF
 STOCK NUMBER     SD UI RI API       NOMENCLATURE       MMPC  L  MR   PRICE ERC     LOCATION ERJKISPRTC L  C C C DEMANDXXXX FNZDOLT
1560 00607 5606BK01 EA FPZ  UDOOR ASSY, MISSILE B                  3000.00XD201A 002E 005  3              B        0      0  5028
1560 00607 5608BK01 EA FPZ  UDOOR ASSY, MISSILE B                  4127.00XD201A 002B 005  3              B        0      0  4121
1560 00624 9119BK01 EA FPZ  URADOME ASSY, EQUIPMENT                8273.00XD201A 001D 005  3              B        2      0  4123
1560 00627 9099BK01 EA FPZ  UTIP ASSY, LOWER PANE                  2381.00XD2              3              B        0      0  4214
1560 00627 9101BK01 EA FPZ  UTIP ASSY, UPPER PANE                  3074.00XD2              3              D        1      0  4169
1560 00633 6908BK01 EA FPZ  USHROUD ASSY, ENGINE                  15374.00XD201A 002D 006  1              B       10      0  5023
1560 00633 6910BI01 EA FPZ  UPANEL ASSY, FORWARD                    400.00XD201A 002E 006  2              B        5      0  4123
1560 00700 3927BK01 EA FPZ  UDOOR, MISSILE BAY                     6746.00XD2              1              B        2      0  5010
1560 00700 3928BK01 EA FPZ  UDOOR, MISSILE BAY                     4435.00XD201A 002J 006  1              B        2      0  5014
                                     TOTAL FSC  1560          09
```

Figure 1

```
29 JAN 75  LOWRY AFB          TYPE ACCT   B     STOCK NUMBER DIRECTORY     (M14/814-80)          1968 DATE 5029   PAGE    5
                           C                             IISG UNIT       WAREHOUSE   MOBP  RF    T  R S D         EIRS SBF
  STOCK NUMBER    SD UI RI API      NOMENCLATURE      MMPC  L  MR   PRICE ERC     LOCATION ERJKISPRTC L  C C C DEMANDXXXX FNZDOLT
1560 00102 9045HK01 EA FPZ UPAN, FUEL                             47.02XB301A 002D 016 1              B       1      0  5034
1560 00225 4623HK01 EA FPZ  UPAN, FUEL                           238.00XF201A 002C 002 1              B       1      0  5011
1560 00607 5606BK01 EA FPZ  UDOOR ASSY, MISSILE B               3000.00XD201A 002E 005  3             B       0      0  5028
1560 00607 5608BK01 EA FPZ  UDOOR ASSY, MISSILE B               4127.00XD201A 002B 005  3             B       0      0  4121
1560 00624 9119BK01 EA FPZ  URADOME ASSY, EQUIPMENT             8273.00XD201A 001D 005  3             B       2      0  4123
1560 00627 9099BK01 EA FPZ  UTIP ASSY, LOWER PANE               2381.00XD201A 002B 006  3             B       0      0  4214
1560 00627 9101BK01 EA FPZ  UTIP ASSY, UPPER PANE               3074.00XD201A 002A 006  3             B       1      0  4169
1560 00633 6908BK01 EA FPZ  USHROUD ASSY, ENGINE               15374.00XD201A 002D 006  1             B      10      0  5023
1560 00633 6909BK                                                      01A 002D 005
1560 00633 6910BI01 EA FPZ  UPANEL ASSY, FORWARD                 400.00XD201A 002E 006  2             B       5      0  4123
1560 00700 3927BK01 EA FPZ  UDOOR, MISSILE BAY                  6746.00XD2              1             B       2      0  5010
1560 00700 3928BK01 EA FPZ  UDOOR, MISSILE BAY                  4435.00XD201A 002J 006  1             B       2      0  5014
                                  TOTAL FSC  1560          11
```

Figure 2

264

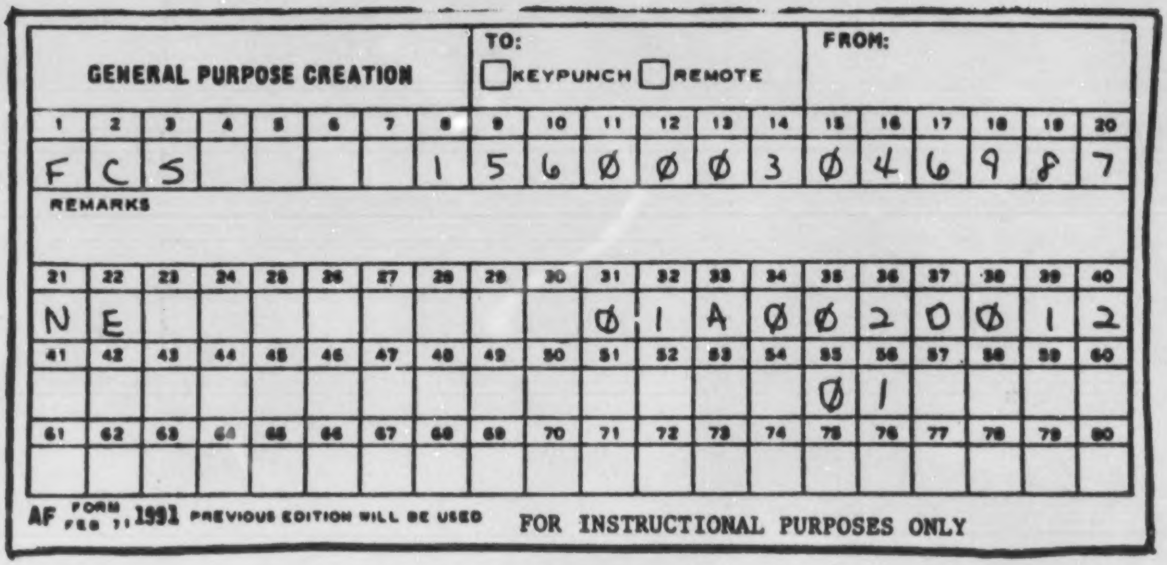
265

As we mentioned before, FCS inputs may be processed in one of two places. If the Storage and Issue Section remote is used and the input is accepted, you will get an "Input Processed Notice" back from the computer. This tells you that the computer has accepted the input and that the warehouse location is now on the item record.

However, if the FCS is sent to PCAM for input, there will not be an immediate "Input Processed Notice." This is because the main line printer does not print these notices (only a reject should one occur). So how can you be sure the new warehouse location has been loaded? That's where the suspense file comes in. Screening every FCS input copy 2 against the Daily Document Register is an easy way to be sure that all of the changes have been recorded correctly.

Let's discuss this a little. You learned about the Daily Document Register in Block II. Remember, it is a listing produced at the end of each day to show all the transactions that have processed successfully through the computer that day. There are two parts to the Register. Storage personnel are concerned mostly with part one which is printed by TRIC. This is very convenient, because it separates the different types of transactions.

Right now we are interested in FCS transactions, so let's take a look at that portion of the Daily Document Register and how it should be screened against copy 2 of an FCS that was prepared. Take a few minutes to study the figures on the facing page.



GENERAL PURPOSE CREATION

TO: ☐ KEYPUNCH ☐ REMOTE

FROM:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
F	C	S					1	5	6	0	0	0	3	0	4	6	9	8	7

REMARKS

21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
N	E									0	1	A	0	0	2	0	0	1	2
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
														0	1				
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80

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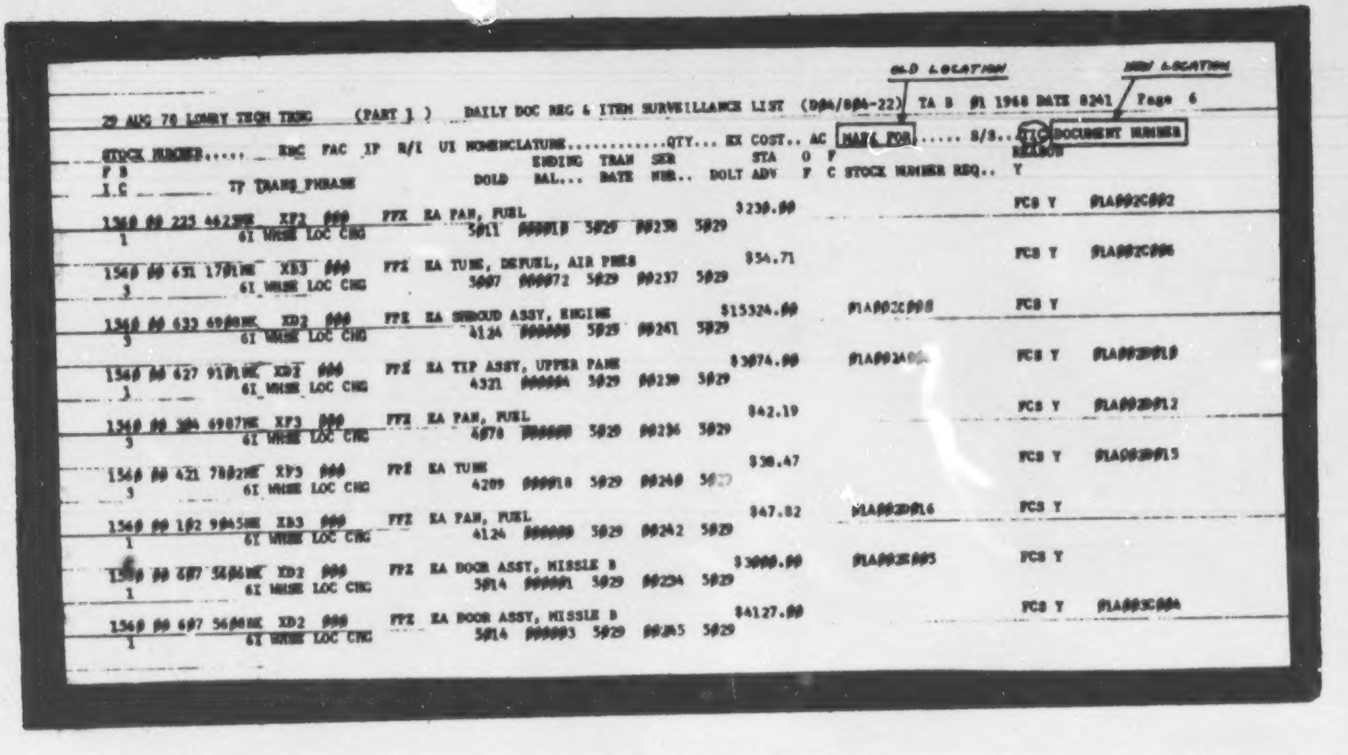
Figure 3



OLD LOCATION

NEW LOCATION

```
29 AUG 70 LOWRY TECH TRNG     (PART 1 )   DAILY DOC REG & ITEM SURVEILLANCE LIST  (D04/004-22)  TA 3  01 1968 DATE 0241   Page  6

STOCK NUMBER.....   ERC  FAC  IP  R/I  UI NOMENCLATURE...........QTY... EX COST.. AC  MARK FOR...... S/S...STC DOCUMENT NUMBER
                                                     ENDING  TRAN  SER            STA   O  F                      REASON
F B                                                                                                                 
I C           TP TRANS PHRASE                  DOLD  BAL...  DATE  NBR..  DOLT  ADV    F  C  STOCK NUMBER REQ..   Y

1560 00 225 4623HK  XF2  000    FFX  EA PAN, FUEL                      $230.00                        FCS Y    01A002C002
  1             6I WHSE LOC CHG        5011  000010  5029  00230  5029
1560 00 631 1701HK  XB3  000    FFZ  EA TUBE, DEFUEL, AIR PRES         $54.71                         FCS Y    01A002C006
  3             6I WHSE LOC CHG        5007  000072  5029  00237  5029
1560 00 633 6900HK  XD2  000    FFZ  EA SHROUD ASSY, ENGINE          $15324.00     01A002C008         FCS Y
  3             6I WHSE LOC CHG        4124  000000  5025  00241  5029
1560 00 627 9101HK  XD2  000    FFZ  EA TIP ASSY, UPPER PANE          $3074.00     01A002A0           FCS Y    01A002D010
  3             6I WHSE LOC CHG        4321  000004  5029  00239  5029
1560 00 304 6987HK  XF3  000    FFZ  EA PAN, FUEL                      $42.19                         FCS Y    01A002D012
  3             6I WHSE LOC CHG        4070  000000  5029  00236  5029
1560 00 421 7802HK  XF3  000    FFZ  EA TUBE                           $30.47                         FCS Y    01A002D015
  3             6I WHSE LOC CHG        4209  000010  5029  00240  5029
1560 00 102 9045HK  XB3  000    FFZ  EA PAN, FUEL                      $47.82      01A002D016         FCS Y
  1             6I WHSE LOC CHG        4124  000000  5029  00242  5029
1560 00 607 5606HK  XD2  000    FFZ  EA DOOR ASSY, MISSLE B           $3000.00     01A002E005         FCS Y
  1             6I WHSE LOC CHG        5014  000001  5029  00234  5029
1560 00 607 5600HK  XD2  000    FFZ  EA DOOR ASSY, MISSLE B           $4127.00                        FCS Y    01A003C004
  1             6I WHSE LOC CHG        5014  000003  5029  00245  5029
```

Figure 4

Figure 3 is an FCS input to add location 01A002D012 to the item record of NSN 1560003046987. This is copy 2 of the input, so it is part of the suspense file. To make sure that the new location has been added to the item record, check the Daily Document Register (figure 4). Is there an entry to match the suspense copy? Let's look.

You probably remember reading that the register is in document number sequence. FCS entries, however, do not have a document number. Instead, the card columns that usually contain the document number contain the warehouse location. So it is the location that is used for sequencing purposes.

In the figure you can see that the new locations are listed in the document number column and the old locations are listed in the mark for column. Notice that warehouse location 01A002C002 comes before 01A002C006 which comes before 01A002C008 (in the mark for column), which comes before 01A002D010. The next entry is the one we are looking for. A quick comparison between it and the suspense copy shows that they match. Now we can be sure that the new location has been added to the appropriate item record.

What if there had not been a matching entry in the Daily Document Register or if the entry had not entirely matched the suspense file FCS? This would indicate that the input did not process correctly. What should you do? Double check the FCS form to be sure that it was prepared correctly and then re-input it. Then, of course, you must wait until the following day to check the Daily Document Register again.

That completes the process you will follow every time you assign a warehouse location. Review the procedures by writing short responses to the following questions. Then complete problem one in the workbook.

Q15. When you assign a warehouse location, the location designator should be marked in ________ of the bin or stock notice.

Q16. After the property has been put in the location and the bin notice has been updated, a ___________ must be prepared for the location.

Q17. The next steps are to update the external records by _______ _____, and then update the internal records by preparing _________________.

Q18. Finally, to make sure that the input has processed correctly, you should screen the suspense file of FCS inputs against ______________.

Before continuing, complete problem one in the workbook.

You know now what happens when you assign a warehouse location to an item that doesn't have one. Similar procedures are followed when you change a warehouse location.

Why would you change a location? Well, you may need a bigger storage bin. Rather than assigning a reserve location to the item, it is better to assign a larger location. (Remember, a good storage operation does not have many reserve locations.) Because changing locations is not an uncommon procedure for Base Supply, it is something you should be familiar with.

The first step is, logically, to take the property to the new location. Again, you will keep the storage principles you have learned in mind when choosing a new location.

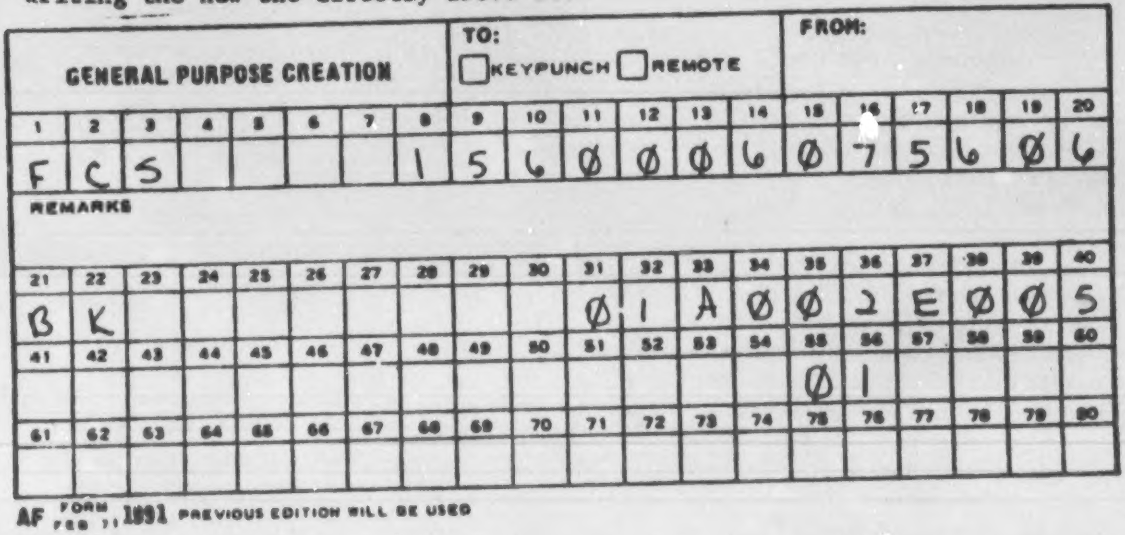
Of course, the new location needs a label, so you should take a blank bin label and prepare it to identify the location and the item that has just been assigned to it.

Don't forget that the old location also has a label. That label is no longer correct (after all, the item is no longer assigned there), so it must be destroyed. By "destroyed" we mean that the label should either be torn off the bin or pallet, or all the information on it should be lined through. The idea is to make it obvious that there is no longer an item assigned to that location.

At this point the item has been moved, the new bin label has been prepared, and the old one has been destroyed. But you are the only one that knows where the new location is. It's time to update the records.

First, of course, you prepare the input form. Just as you did for a new warehouse location, you will prepare AF Form 1991 in two copies with TRIC FCS. You will even follow the same format.

Once the 1991 has been prepared, the next step is to update the Stock Number Directory. Figure 1 below is an FCS that has been prepared to change a warehouse location, and figure 2 is the same change entered in the Stock Number Directory. You can see that the only entry required in the directory is crossing out the old warehouse location and writing the new one directly above it.



GENERAL PURPOSE CREATION

TO: ☐ KEYPUNCH ☐ REMOTE

FROM:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
F	C	S					1	5	6	0	0	0	6	0	7	5	6	0	6

REMARKS

21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
B	K									0	1	A	0	0	2	E	0	0	5
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
														0	1				
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80

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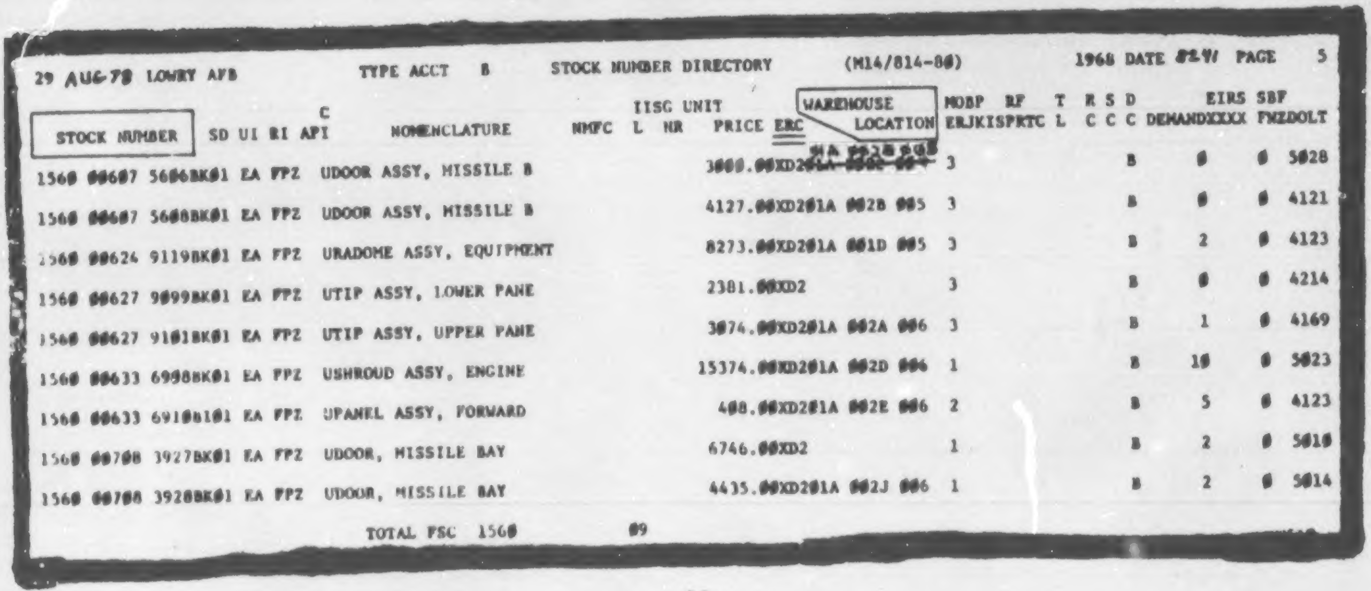
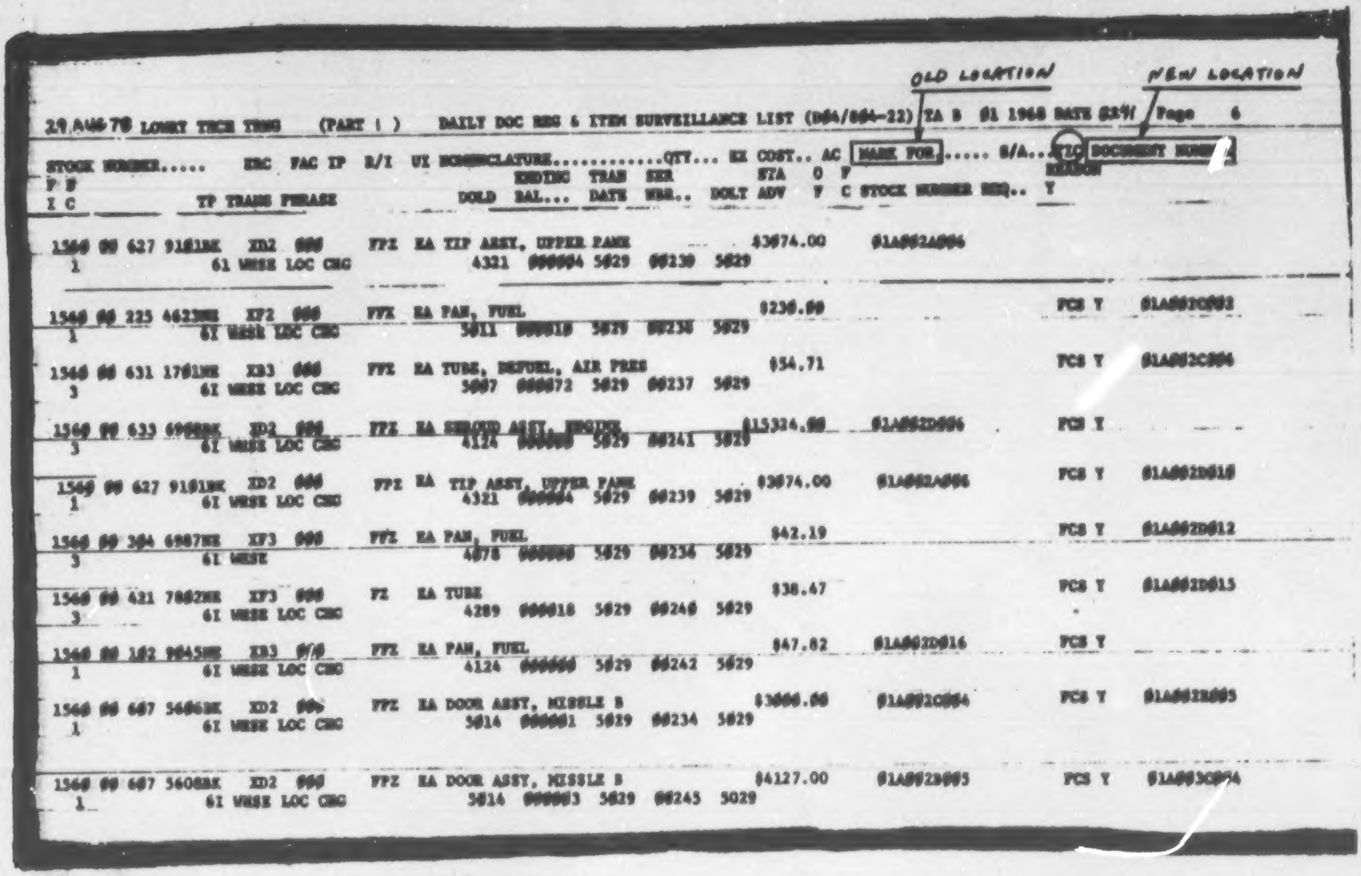


```
29 AUG 70 LOWRY AFB          TYPE ACCT   B     STOCK NUMBER DIRECTORY      (M14/814-80)          1968 DATE 8241  PAGE     5
                                                                                   WAREHOUSE    MOBP  RF     T  R S D        EIRS SBF
                        C                                          IISG UNIT                    
 STOCK NUMBER   SD UI RI API      NOMENCLATURE          NMFC  L  NR    PRICE ERC     LOCATION ERJKISPRTC L  C C C DEMANDXXXX FMZDOLT
                                                                                 01A 002E 005
1560 00607 5606BK01 EA FPZ  UDOOR ASSY, MISSILE B                      3000.00XD2[illegible]  3                B     0      0 5028
1560 00607 5608BK01 EA FPZ  UDOOR ASSY, MISSILE B                      4127.00XD201A 002B 005  3               B     0      0 4121
1560 00624 9119BK01 EA FPZ  URADOME ASSY, EQUIPMENT                    8273.00XD201A 001D 005  3               B     2      0 4123
1560 00627 9099BK01 EA FPZ  UTIP ASSY, LOWER PANE                      2381.00XD2              3               B     0      0 4214
1560 00627 9101BK01 EA FPZ  UTIP ASSY, UPPER PANE                      3074.00XD201A 002A 006  3               B     1      0 4169
1560 00633 6998BK01 EA FPZ  USHROUD ASSY, ENGINE                      15374.00XD201A 002D 006  1               B    10      0 5023
1560 00633 6910BK01 EA FPZ  UPANEL ASSY, FORWARD                        400.00XD201A 002E 006  2               B     5      0 4123
1560 00700 3927BK01 EA FPZ  UDOOR, MISSILE BAY                         6746.00XD2              1               B     2      0 5010
1560 00700 3928BK01 EA FPZ  UDOOR, MISSILE BAY                         4435.00XD201A 002J 006  1               B     2      0 5014
                                    TOTAL FSC  1560          09
```

Copy 1 of the FCS should be forwarded for input while copy 2 is held in suspense. Why is it held in suspense? Again, so that it can be screened (compared) against the Daily Document Register to insure that the input processed correctly.

This is the same procedure that you followed with the new warehouse location. Again, because part one of the Daily Document Register is printed by TRIC, you will be looking at the page which contains FCS inputs. Let's see how this page should be screened for a warehouse location change.

Remember, this portion of the register is sequenced by warehouse location. See if you can find the location we have established listed here (01A002E005).



OLD LOCATION

NEW LOCATION

```
29 AUG 78 LOWRY TECH TRNG    (PART 1)    DAILY DOC REG & ITEM SURVEILLANCE LIST (D04/004-22) TA B  01 1960 DATE 8241  Page   6

STOCK NUMBER.....    ERC  FAC IP  R/I  UI NOMENCLATURE............QTY... EX COST.. AC MARK FOR..... S/A...TIC DOCUMENT NUMBER
P F                                         ENDING  TRAN  SER          STA   O  F                     REASON
I C         TP TRANS PHRASE           DOLD  BAL...  DATE  NBR..  DOLT  ADV   Y  C STOCK NUMBER REQ..  Y

1560 00 627 9101BK   XD2  000    FPZ  EA TIP ASSY, UPPER PANE          $3074.00     01A002A006
  1             61 WHSE LOC CHG           4321  000004 5029  00230  5029

1560 00 225 4623NE   XF2  000    FPZ  EA PAN, FUEL                     $230.00                          FCS Y    01A002C002
  1             6I WHSE LOC CHG           5011  000010  5029  00235  5029

1560 00 631 1701NE   XB3  000    FPZ  EA TUBE, DEFUEL, AIR PRES        $54.71                           FCS Y    01A002C006
  3             6I WHSE LOC CHG           5007  000072  5029  00237  5029

1560 00 633 6900BK   XD2  000    FPZ  EA SHROUD ASSY, ENGINE          $15324.00     01A002D006          FCS Y
  3             6I WHSE LOC CHG           4124  000000  5029  00241  5029

1560 00 627 9101BK   XD2  000    FPZ  EA  TIP ASSY, UPPER PANE        $3074.00     01A002A006          FCS Y    01A002D010
  1             6I WHSE LOC CHG           4321  000004  5029  00239  5029

1560 00 304 6987NE   XF3  000    FPZ  EA PAN, FUEL                     $42.19                           FCS Y    01A002D012
  3             61 WHSE                   4078  000000  5029  00236  5029

1560 00 421 7002NE   XF3  000    FZ   EA TUBE                          $38.47                           FCS Y    01A002D015
  3             6I WHSE LOC CHG           4289  000018  5029  00240  5029

1560 00 102 9045NE   XB3  000    FPZ  EA PAN, FUEL                     $47.02       01A002D016          FCS Y
  1             6I WHSE LOC CHG           4124  000000  5029  00242  5029

1560 00 607 5606BK   XD2  000    FPZ  EA DOOR ASSY, MISSLE B          $3000.00     01A002C004          FCS Y    01A002E005
  1             6I WHSE LOC CHG           5014  000001  5029  00234  5029

1560 00 607 5608BK   XD2  000    FPZ  EA DOOR ASSY, MISSLE B          $4127.00     01A002E005          FCS Y    01A003C004
  1             6I WHSE LOC CHG           5014  000003  5029  00245  5029
```

If you checked carefully, you should have found that it is next to the last entry. The old warehouse location is shown in the mark for column, and the stock number matches. Since everything is in agreement, you may be sure that the input processed correctly. If you had not found this entry on the register, or if there had been an error, then you would have to do some checking and probably re-input the FCS.

That completes the process of changing a warehouse location. Before continuing with the lesson, review what you have learned by writing short responses to the following:

Q19. Explain why you might need to change a warehouse location.

Q20. What form is used to prepare a warehouse location change input and in how many copies?

Q21. Assign the proper sequence to the following steps in changing a warehouse location:

_____ Prepare FCS

_____ Prepare new bin label

_____ Screen Daily Document Register

_____ Destroy old bin label

_____ Move property

_____ Update Stock Number Directory

Now complete problem two in the workbook.

Now you know the procedures to follow when you assign a new warehouse location or change one that already exists. This portion of the lesson will discuss how you go about deleting (or removing) a warehouse location from an item record.

Why would you want to do such a thing? It is not unusual for a warehouseman to find an empty location that has a bin label attached to it. There could be a good reason for the empty location. It is possible that the item is simply out of stock and that there are more on order.

On the other hand, it is also possible that there is no longer an item assigned to that location. This could happen if the item has been moved from your warehouse to another location (such as a supply point), or if the item has been dropped from the Base Supply inventory. If this is the case, you should take steps to delete the location from the computer records so that a different item can be assigned to the location. Otherwise, space will be wasted.

Obviously, you can't just automatically delete every empty storage location that has a bin label. As we have said, some of them may be empty for a very good reason. So first you must do some checking to make sure that the location is no longer needed for the item identified on its label.

Thinking about what you have learned in previous blocks, how do you suppose you could find more information about the item assigned to the location? The most obvious way is by processing an inquiry. (You learned how to do this in the last block.) This input will insure two things. The first is that the serviceable balance of the item is zero. This is important. Before you delete the location you want to make sure that computer records do not indicate that there should still be items in that location. A special inventory may be needed. (You'll learn about these inventories in a later lesson.) The second point you want to check is whether or not there is a DIFM, due-in, WRM, or supply point detail record linked to the item record of the item assigned to the location. If any one of these records does exist, it indicates that the item, while not presently in this location, is either due to come in or may be in another location in Base Supply.

If either of these two conditions exists, an input to delete the location will reject. Assuming, however, that the inquiry shows that there is a zero serviceable balance and that there are no DIFM, due-in, WRM, or supply point detail records linked to the item record, you are ready to proceed.

The first step is to prepare an FCS input. Again, you will use AF Form 1991 in two copies and follow the format in AFM 67-1. Let's take another look at that format and see what it says about warehouse location deletes.

ATTACHMENT A-1

WAREHOUSE LOCATION CHANGE INPUT

1. PURPOSE: To add, change, or delete the warehouse location on an item record.

2. INPUT RESTRICTIONS: None.

3. OUTPUT: See attachment A-2.

4. INPUT FORMAT AND ENTRY REQUIREMENTS:

Card Col	Nr Pos	Field Designation	Remarks
1-3	3	Transaction Identification Code	FCS
4-7	4	Blank	
8-22	15	Stock Number	
23-29	7	Blank	
30	1		Note 3
31-41	11	Warehouse Location	Note 1
42-54	13	Blank	
55-56	2	System Designator	Note 2
57-70	14	Detail Document Number	Note 3
71-80	10	Blank	

NOTE 1: Warehouse Location

If input is to request a replacement bin label for serviceable assets, insert an R in cc 31 followed by 10 blanks. This option is not available for unserviceable assets recorded on DIFM details.

If the warehouse location is to be added to or changed on an item record, the location must contain data as follows:

Pos	Prog Edits	Description
1-2	N	Warehouse Numbers: Warehouse numbers for host type accounts B & E are limited to 01-63. Outputs for warehouse numbers 20-63 will be routed to the main line printer. The output device for warehouse numbers 01-19 will be governed by the remote translate table. Warehouse numbers for satellite accounts and type account codes other than B & E may range from 01 through 99.
3	A	Stockroom or Storage Section (include mezzanine as separate stock room).
4-6	N	Bin Row
7	A	Level, Horizontal Bin Row, or Bay Subdivision.
8	A/N	Rotary Bin or First Digit of Bin Vertical Number.
9-10	A/N	Remaining two digits of vertical bin number, bay subdivision, or pallet number; or, two digit for vertical bin number of rotary bins.
11	A or blank	Bin or Pallet Subdivision.

Identify rotary bins with separate vertical bin numbers.

Use the stockroom code to identify mezzanines; disregard volume I, part one, chapter 4.

If the warehouse location is to be deleted (blanked) from an item record, enter an asterisk (*) in the last position (cc 41) of the warehouse location field. Warehouse location cannot be deleted if:

A serviceable balance is on the item record.

A DIFM, due-in, WRM spares, or supply point detail record is linked to the item record.

NOTE 2: System designator (SD) may not be blank. Only the item record specified by the input stock number and system designator will be updated. If the input is from a satellite remote, the input SD must be compatible with remote number in the base variables.

NOTE 3: When loading or changing unserviceable detail warehouse location cc 30 must contain a W. CC 57-70 must contain the detail document number. A warehouse location code will be assigned for those UDR exhibit items located in maintenance.

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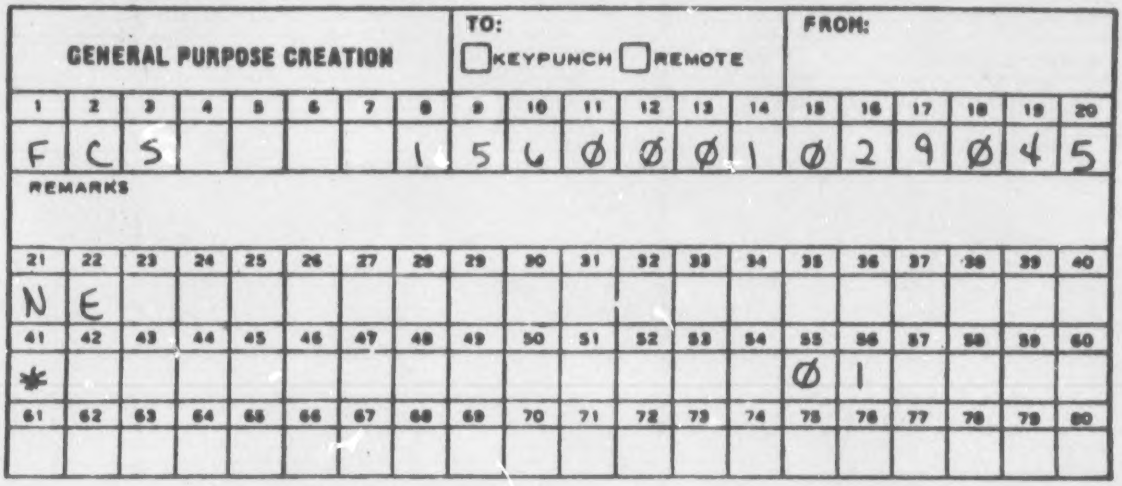
At first glance it looks as if this input will be exactly the same as the other two we have seen in this lesson. However, a close look at note 1, which explains the entries for CC 31-41, shows the difference. The fifth paragraph of this note explains that if the warehouse location is to be deleted, instead of entering the location designator in these card columns, only an asterisk is required, and it should be placed in CC 41. The rest of the note explains the conditions when a warehouse location cannot be deleted. The figure below shows an AF Form 1991 prepared to delete a warehouse location.

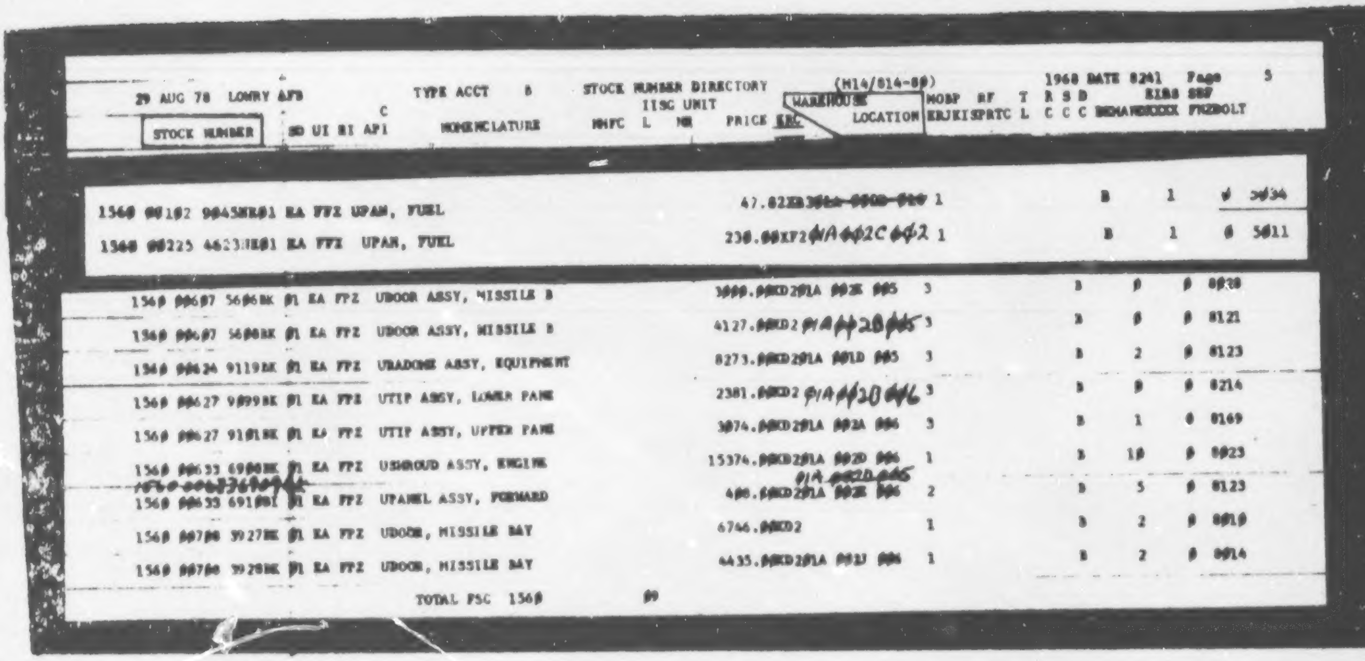


GENERAL PURPOSE CREATION								TO: ☐KEYPUNCH ☐REMOTE						FROM:					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
F	C	S					1	5	6	0	0	0	1	0	2	9	0	4	5
REMARKS																			
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
N	E																		
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
*														0	1				
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80

You can see that it is really easy to prepare the input needed to delete a warehouse location. The input will, in effect, erase the location from the item record. It is treated just like the other FCSs we have discussed. Copy 1 is used for the input; copy 2 is held in suspense to be screened against the Daily Document Register the next day.

In the meantime there are some additional steps you should take. You can probably figure out what they are. Of course you must mark through or remove the bin label on the location that has just been deleted. You want to make it clear that there is no longer an item assigned to this location. Then you will need to update the Stock Number Directory. This is necessary to insure that both the internal record and the external work listing reflect the same information.

Let's take a quick look at how the Stock Number Directory should be updated. The figure on the following page shows an extract from the directory. Look at the entry for NSN 1560001029045. Notice that the warehouse location for the item has been lined through. However, this is the only part of the entry that has been marked. That makes sense, because the location is the only thing on the item record that was deleted.



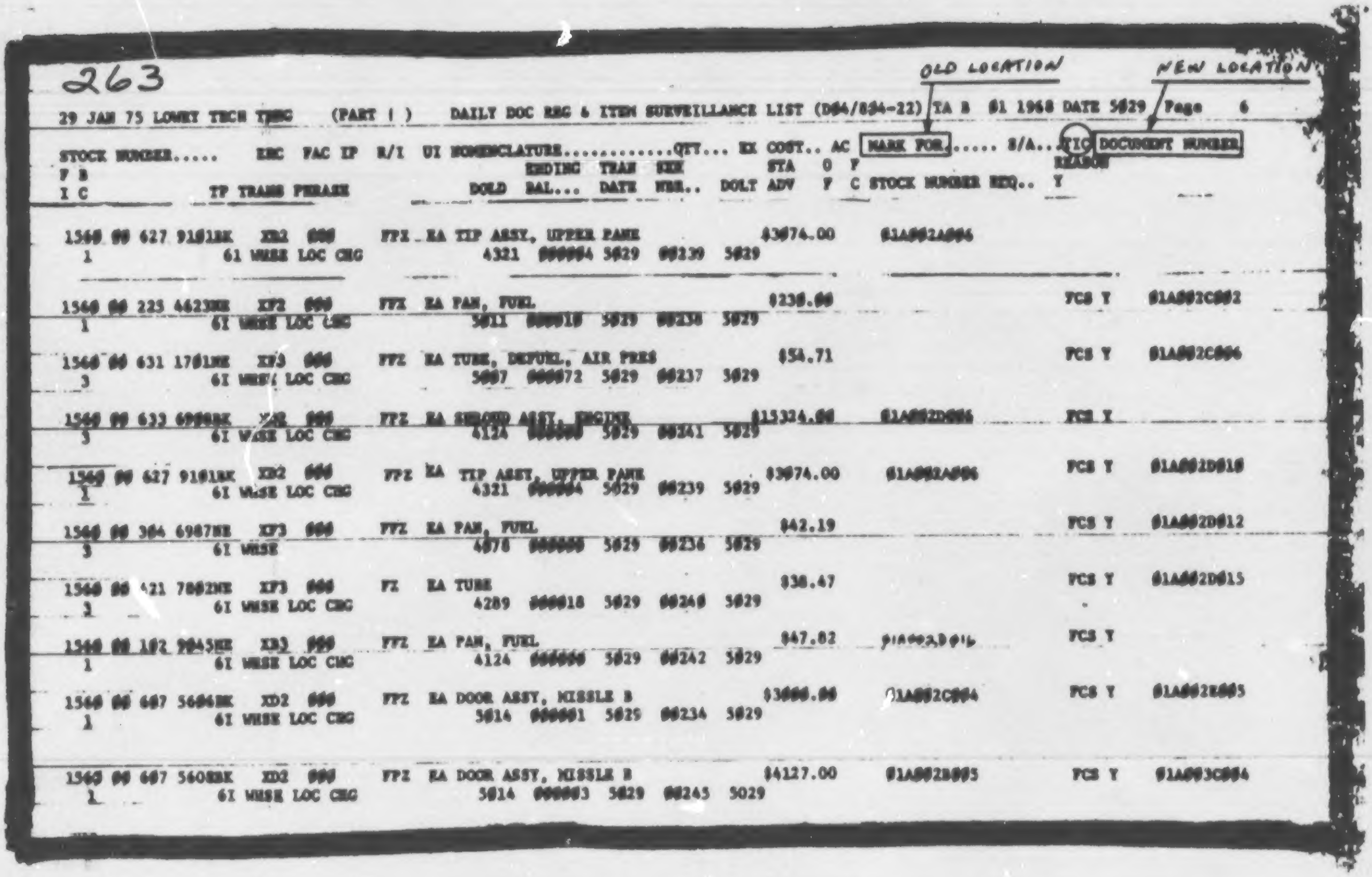
```
29 AUG 78  LOWRY AFB          TYPE ACCT    B   STOCK NUMBER DIRECTORY    (M14/014-00)          1968 DATE 8241   Page    5
                        C                         IISC UNIT          WAREHOUSE            MOBP  RF   T  R S D       EIRS SRF
 STOCK NUMBER   SD UI RI API     NOMENCLATURE   MMFC  L   MR   PRICE EXC    LOCATION  ERJKISPRTC L  C C C DEMANDXXXX FMZBOLT

1560 00102 9045NE01 EA FFZ UPAN, FUEL                   47.82XB30[illegible] 1        B     1     0  3034
1560 00225 4623NE01 EA FFZ  UPAN, FUEL                  230.00XF201A002C002 1         B     1     0  5011

1560 00607 5606BK 01 EA FPZ  UDOOR ASSY, MISSILE B      3000.00KD201A 002K 005   3     B     0     0 0030
1560 00607 5608BK 01 EA FPZ  UDOOR ASSY, MISSILE B      4127.00KD201A0020005   3     B     0     0 8121
1560 00624 9119BK 01 EA FPZ  URADOME ASSY, EQUIPMENT    8273.00KD201A 001D 005   3     B     2     0 8123
1560 00627 9099BK 01 EA FPZ  UTIP ASSY, LOWER PANE      2381.00KD201A0020006   3     B     0     0 8214
1560 00627 9101BK 01 EA FPZ  UTIP ASSY, UPPER PANE      3074.00KD201A 002A 006   3     B     1     0 0169
1560 00633 6900BK 01 EA FPZ  USHROUD ASSY, ENGINE      15374.00KD201A 002D 006   1     B    10     0 0023
                                                             01A 002D 005
1560 00633 6910BK 01 EA FPZ  UPANEL ASSY, FORWARD        400.00KD201A 002K 006   2     B     5     0 8123
1560 00700 3927BK 01 EA FPZ  UDOOR, MISSILE BAY         6746.00KD2               1     B     2     0 0010
1560 00700 3928BK 01 EA FPZ  UDOOR, MISSILE BAY         6435.00KD201A 002J 006   1     B     2     0 0014
                   TOTAL FSC  1560          09
```

The final step, of course, is screening the suspense copy of the FCS against the Daily Document Register to be sure that the input processed correctly. So once again we will turn our attention to the page in part one of the Daily Document Register that lists the FCS transactions. Remember, the entries are sequenced by warehouse location. In this case we can focus our attention on the mark for column because that's where the old locations are listed. We wouldn't expect to find our entry in the document number column because that's where new locations are listed, and the item record we have been dealing with doesn't have a new location. So, if you find the warehouse location listed in the mark for column and the rest of the information in the entry is in agreement with the suspense copy, then you may be sure that the input processed correctly.

Check the warehouse location deletion we have been discussing against the Daily Document Register shown on the next page. Then write short responses to the questions that follow.



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OLD LOCATION

NEW LOCATION

```
29 JAN 75 LOWRY TECH TRNG    (PART 1 )    DAILY DOC REG & ITEM SURVEILLANCE LIST (D04/834-22) TA B  01 1968 DATE 5029  Page   6

STOCK NUMBER.....    ERC  FAC IP  R/I  UI NOMENCLATURE.............QTY... EX COST.. AC  MARK FOR...... S/A...TIC DOCUMENT NUMBER
F B                                            ENDING  TRAN  SER          STA    O  F                         REASON
I C          TP TRANS PHRASE             DOLD  BAL...  DATE  NBR..  DOLT  ADV    F  C STOCK NUMBER REQ..  Y

1560 00 627 9101BK   XB2  000     FPZ  EA TIP ASSY, UPPER PANE             $3074.00     01A002A006
  1           61 WHSE LOC CHG             4321  000004 5029  00239  5029

1560 00 225 4623HE   XF2  000     FPZ  EA PAN, FUEL                        $238.00                          FCS Y    01A002C002
  1           61 WHSE LOC CHG             5011  000010 5029  00238  5029

1560 00 631 1701HE   XF3  000     FPZ  EA TUBE, DEFUEL, AIR PRES           $54.71                           FCS Y    01A002C006
  3           61 WHSE LOC CHG             5007  000072 5029  00237  5029

1560 00 633 6900BK   XB2  000     FPZ  EA SHROUD ASSY, ENGINE              $15324.00    01A002D006          FCS Y
  3           61 WHSE LOC CHG             4124  000000 5029  00241  5029

1560 00 627 9101BK   XD2  000     FPZ  EA  TIP ASSY, UPPER PANE            $3074.00     01A002A006          FCS Y    01A002D010
  1           61 WHSE LOC CHG             4321  000004 5029  00239  5029

1560 00 304 6987HE   XF3  000     FPZ  EA PAN, FUEL                        $42.19                           FCS Y    01A002D012
  3           61 WHSE                     4070  000000 5029  00236  5029

1560 00 421 7002HE   XF3  000     FZ   EA TUBE                             $38.47                           FCS Y    01A002D015
  1           61 WHSE LOC CHG             4289  000018 5029  00240  5029

1560 00 102 9045HE   XB3  000     FPZ  EA PAN, FUEL                        $47.82       01A002D016          FCS Y
  1           61 WHSE LOC CHG             4124  000000 5029  00242  5029

1560 00 607 5606BK   XD2  000     FPZ  EA DOOR ASSY, MISSLE B              $3000.00     01A002C004          FCS Y    01A002E005
  1           61 WHSE LOC CHG             5014  000001 5025  00234  5029

1560 00 607 5608BK   XD2  000     FPZ  EA DOOR ASSY, MISSLE B              $4127.00     01A002B005          FCS Y    01A003C004
  1           61 WHSE LOC CHG             5014  000003 5029  00245  5029
```

Q22. When should a warehouse location be deleted?

Q23. What input should be processed before you delete a warehouse location?

Q24. When will a warehouse location delete reject?

Q25. What is the main difference between the location delete and the location change input format?

Q26. Assign the proper sequence to the following steps in deleting a warehouse location:

_____ Screen Daily Document Register

_____ Destroy bin label

_____ Prepare FCS input

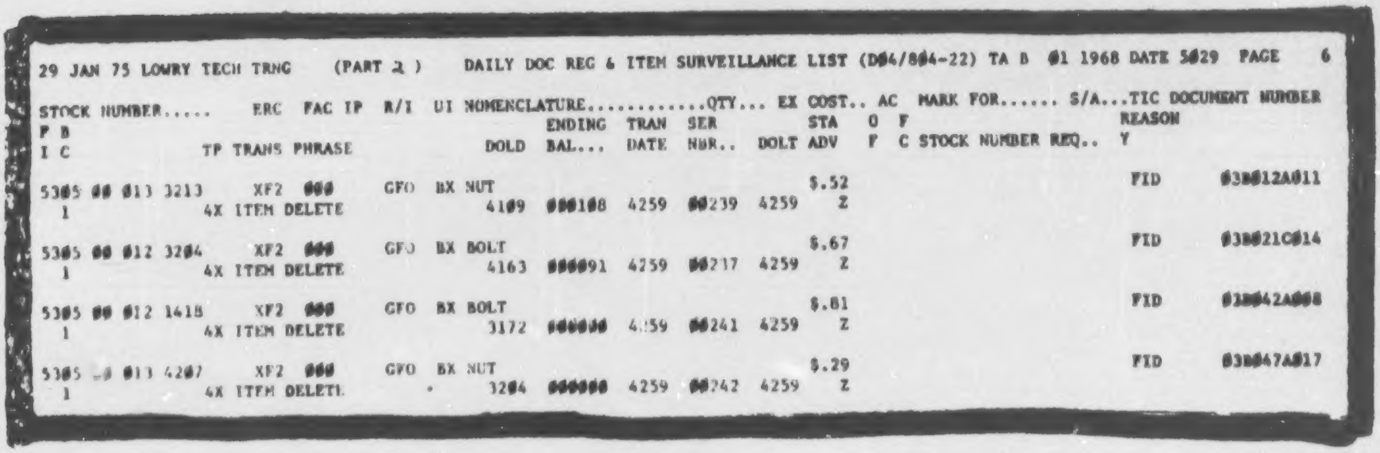
_____ Update Stock Number Directory

_____ Process inquiry

Now complete problem three in the workbook.

This lesson has discussed screening the Daily Document Register separately for each of the different types of warehouse location changes that may occur. Actually, there is a little more to it than this. Since the register is output daily, it is screened daily. Not only will Storage and Issue personnel screen entries against suspense copies of FCS documents, they will also go to all the locations involved to make sure that all of the changes listed have actually taken place. This is sort of a double check. For every FCS entry on the register you must insure that each <u>new</u> location contains the listed stock number and that each <u>old</u> location does <u>not</u> contain the listed stock number. Each deleted location should also be checked to insure that the bin label has been marked through or removed. You should also check to be sure that the necessary changes have been made to the Stock Number Directory. Only after all this checking has been done should the FCS suspense file copies be destroyed.

FCS transactions are not the only entries you must screen in the Daily Document Register. Storage and Issue personnel must also check FIDs. These are item record deletes. Unlike warehouse location deletions, these actions will not be initiated by you. However, you will be involved with the process. How? It's really very simple. When you are screening the Daily Document Register, you may find a page or section of entries with TRIC FID. As we have said, these entries represent item records which have been deleted. Take a few minutes to examine the figure below which shows this part of the Daily Document Register.



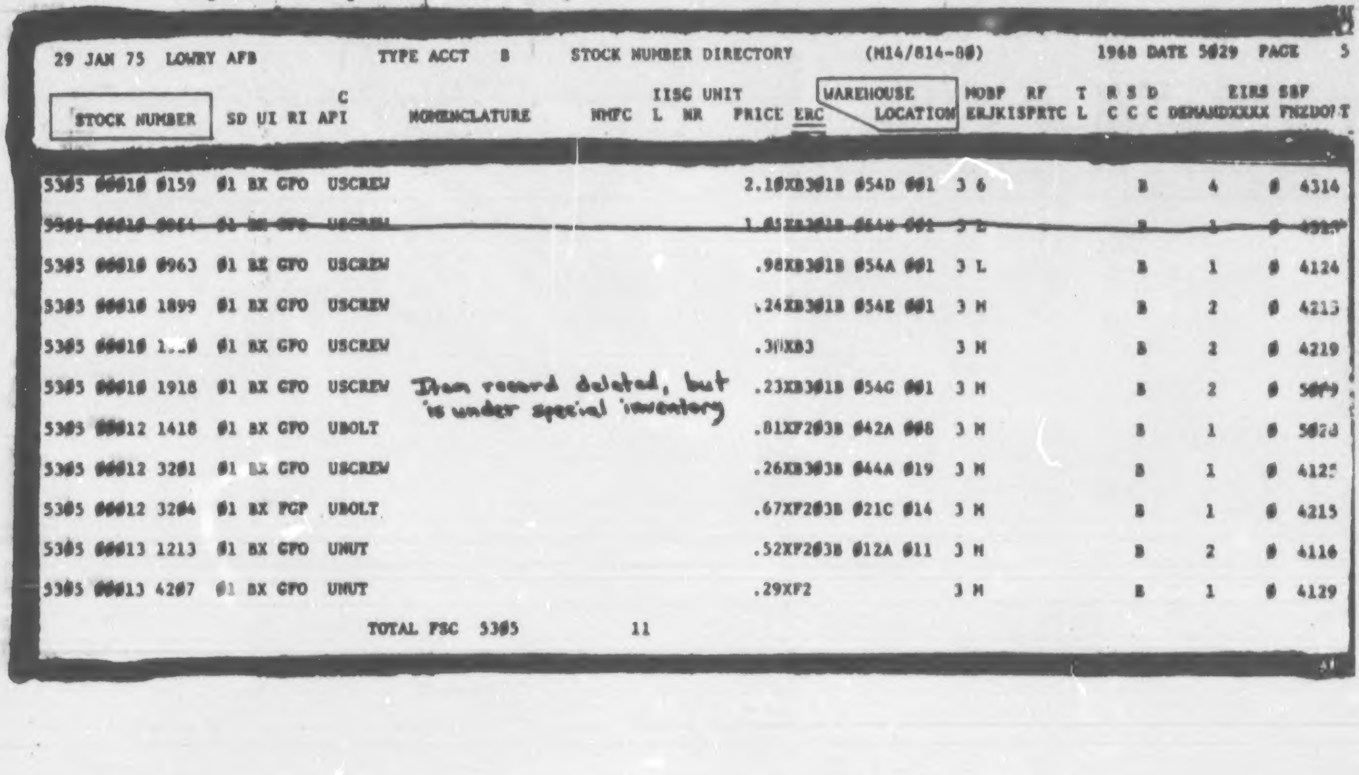
```
29 JAN 75 LOWRY TECH TRNG     (PART 2 )    DAILY DOC REG & ITEM SURVEILLANCE LIST (D04/804-22) TA B  01 1968 DATE 5029  PAGE    6

STOCK NUMBER.....     ERC  FAC IP  R/I  UI NOMENCLATURE............QTY... EX COST.. AC  MARK FOR...... S/A...TIC DOCUMENT NUMBER
P B                                         ENDING  TRAN  SER          STA    O  F                       REASON
I C               TP TRANS PHRASE       DOLD  BAL...  DATE  NBR..  DOLT ADV    F  C STOCK NUMBER REQ..  Y

5305 00 013 3213     XF2  000     GFO  BX NUT                                $.52                                FID      03B012A011
  1              4X ITEM DELETE         4109  000108  4259  00239  4259   Z
5305 00 012 3204     XF2  000     GFO  BX BOLT                               $.67                                FID      03B021C014
  1              4X ITEM DELETE         4163  000091  4259  00217  4259   Z
5305 00 012 1418     XF2  000     GFO  BX BOLT                               $.81                                FID      03B042A008
  1              4X ITEM DELETE         3172  000000  4259  00241  4259   Z
5305 00 013 4207     XF2  000     GFO  BX NUT                                $.29                                FID      03B047A017
  1              4X ITEM DELETE         3204  000000  4259  00242  4259   Z
```

Notice that the entries are sequenced by warehouse location, and all of these locations are in the document number column. Now, how do these entries effect your job? You must physically check the indicated location to make sure that it <u>does not</u> contain any of the NSN item listed. If the location does not contain the property, you first remove the bin label attached to the location. Then, you should update the Stock Number Directory by lining through the entire entry for that stock number. After all, the entire item record has been deleted.

However, if you do find some of the NSN items in the location, something is wrong. You must request a special inventory. You <u>will not</u> line through the entry in the Stock Number Directory. Instead you will annotate the entry to indicate that the item record was deleted but that a special inventory has been requested. Remember, the idea is to keep the Stock Number Directory as current and correct as possible. It is important that any change which affects the storage or issue of items is reflected in it. The figure below shows a portion of the Stock Number Directory which has been updated to show two item record deletes; one that checked out correctly and one that required a special inventory.



```
29 JAN 75  LOWRY AFB          TYPE ACCT   B     STOCK NUMBER DIRECTORY      (M14/814-80)          1968 DATE 5029  PAGE    5

                           C                           IISG UNIT       WAREHOUSE       MOBP  RF    T  R S D          EIRS SBF
 STOCK NUMBER     SD UI RI API      NOMENCLATURE      NMFC L  NR  PRICE ERC   LOCATION ERJKISPRTC L  C C C DEMANDXXXX FNZDO? T

5305 00010 0159  01 BX GPO  USCREW                            2.10XB301B 054D 001  3 6                B     4     0  4314
~~5305 00010 0964  01 BX GPO  USCREW                            1.05XB301B 054B 001  3 L                B     1     0  [illegible]~~
5305 00010 0963  01 BX GPO  USCREW                             .98XB301B 054A 001  3 L                B     1     0  4124
5305 00010 1899  01 BX GPO  USCREW                             .24XB301B 054E 001  3 M                B     2     0  4213
5305 00010 1[illegible]0  01 BX GPO  USCREW                             .3[illegible]XB3               3 M                B     2     0  4219
5305 00010 1918  01 BX GPO  USCREW  Item record deleted, but   .23XB301B 054G 001  3 M                B     2     0  5079
5305 00012 1418  01 BX GPO  UBOLT    is under special inventory .81XF203B 042A 008  3 M                B     1     0  5078
5305 00012 3201  01 BX GPO  USCREW                             .26XB303B 044A 019  3 M                B     1     0  4125
5305 00012 3204  01 BX FGP  UBOLT                              .67XF203B 021C 014  3 M                B     1     0  4215
5305 00013 1213  01 BX GPO  UNUT                               .52XF203B 012A 011  3 M                B     2     0  4116
5305 00013 4207  01 BX GPO  UNUT                               .29XF2              3 M                B     1     0  4129

                         TOTAL FSC  5305          11
```

That completes the lesson on the stock locator system. Check your knowledge about the final objective, processing the Daily Document Register, by writing short responses to the following questions.

Q27. What is the difference between an FCS input to delete a warehouse location and an FID input?

Q28. Besides screening certain entries in the Daily Document Register against the suspense file, what other actions should be taken with the entries?

Q29. What actions are required of Storage and Issue personnal when an FID entry appears on the Daily Document Register?

Now complete problem four in the workbook.

When you feel confident about the objectives in this lesson, ask your instructor for the lesson appraisal.

STOCK LOCATOR SYSTEM

Block III, Lesson 4

Answers to Questions in the Text

Q1. 2840006710176PE .

Q2. 19A 001B 008 .

Q3. 1 .

Q4. 01A 002B 006 .

Q5. 1560006279099BK .

Q6. EA .

Q7. Two .

Q8. From chapter 21 of AFM 67-1, Vol. II, Part Two .

Q9. 11 -- CC 31-41 .

Q10. Card columns 55-56 .

Q11. So that it will match the internal records .

Q12. Every month .

Q13. If the stock number is in the directory, it will be placed in the appropriate column. If the stock number is not in the directory, it must first be entered in the proper sequence; then the location is written in the appropriate column.

Q14. Annotating .

Q15. Block F

Q16. Bin label

Q17. Annotating the Stock Number Directory and FCS input

Q18. The Daily Document Register

Q19. The current warehouse location might be too small.

Q20. AF Form 1991, two copies .

Q21

4 Prepare FCS

2 Prepare new bin label

6 Screen Daily Document Register

3 Destroy old bin label

1 Move property

5 Update Stock Number Directory

Q22. When a location is empty, the serviceable balance of the item assigned there is zero, and the item has no DIFM, Due-In, WRM, or supply point detail records assigned to it.

Q23. An inquiry.

Q24. If the serviceable balance is not zero or if there is a DIFM, Due-In, WRM, or supply point detail record for the item.

Q25. The location change format has a warehouse location in CC 31-41. The location delete format has only an asterisk in CC 41.

Q26.

5 Screen Daily Document Register

2 Prepare FCS input

1 Process inquiry

3 Destroy bin label

4 Update Stock Number Directory

Q27. The FCS deletes only the warehouse location, while the FID deletes the entire item record.

Q28. Storage and Issue personnel should go to all the locations involved to make sure the changes have been made. The Stock Number Directory should also be checked to make sure it is up-to-date.

Q29. They must check the location to make sure it does not contain the item; then remove the bin label and update the Stock Number Directory.

Supply Training Branch
Lowry Air Force Base, Colorado

WB G3ABR64531 000
August 1978

STOCK LOCATOR SYSTEM

These workbook exercises will help prepare you for the practical application block of this course. Each problem is related to one of your lesson objectives, and for this reason has several parts. Be sure to ask your instructor for help as needed. A key to all of the problems is available at the instructor station.

Problem One:

You work in the Storage and Issue Section and have received the management notice on the following page. Take the following actions:

1a. Assign warehouse location 01A003C004 and annotate the DD Form 1348-1.

1b. Create a bin label.

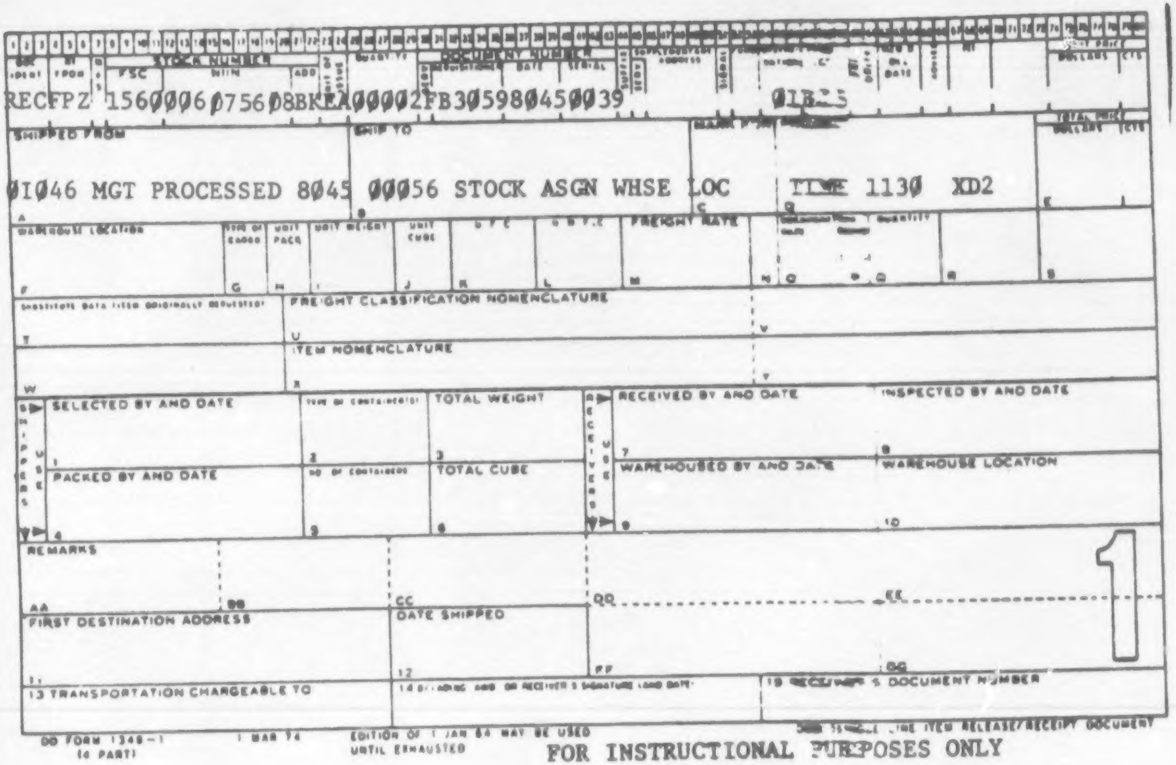
1c. Prepare an FCS input for this addition. Use the format in your text and a blank AF Form 1991.

1d. Annotate the Stock Number Directory on page 6 of this workbook.

1e. Indicate if this change is reflected in the Daily Document Register on page 7 of this workbook.

Now return to page 21 in the text.

Supersedes WB 002-03-04-01 dated March 1978.



STOCK NUMBER

DOCUMENT NUMBER

RECFPZ 1560006075608BKEA00002FB305980450039 01B[illegible]

SHIPPED FROM

SHIP TO

01046 MGT PROCESSED 8045 00056 STOCK ASGN WHSE LOC ~~TIME~~ 1130 XD2

WAREHOUSE LOCATION

FREIGHT RATE

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE

SELECTED BY AND DATE

TOTAL WEIGHT

RECEIVED BY AND DATE

INSPECTED BY AND DATE

PACKED BY AND DATE

TOTAL CUBE

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS

1

FIRST DESTINATION ADDRESS

DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO

14 [illegible] RECEIVER'S SIGNATURE (AND DATE)

15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1 (4 PART) 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED

SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

1b.

Problem Two:

You work in the Storage and Issue Section and have received a bin notice and accompanying property. When you take the property to the location indicated, however, it is obvious to you that the bin simply is not large enough to hold all the property. Your reaction, of course, is to change the location. The old bin label is printed below, and there is a blank one beneath it. Take the following actions:

2a. Create a new bin label for the new location 01A002D010. Use the information from the old bin label.

2b. Prepare an FCS input for this change using the format in your text and a blank AF Form 1991.

2c. Annotate the Stock Number Directory on page 6 of this workbook to reflect this change.

2d. Destroy the old bin label.

2e. Indicate if this change is reflected in the Daily Document Register on page 7 of this workbook.

1560 00627 9101BK 01 EA XD2 00001
01A 002A 006 U 0
TIP ASSY UPPER PANEL $3074.00

2a.

Now return to page 24 in the text.

Problem Three:

You have found an empty bin in your warehouse that is identified with the label shown below. After processing an inquiry you have found that the serviceable balance of the item is zero and that there are no detail records linked to the item record. This indicates that you should delete this warehouse location. Take the following actions:

3a. Prepare an FCS input to delete the warehouse location using the format in the text and a blank AF Form 1991.

3b. Destroy the old bin label.

3c. Annotate the Stock Number Directory on page 6 of this workbook to show this change.

3d. Indicate if this change is reflected in the Daily Document Register on page 7 of this workbook.

3b.

1560 00607 5606BK 01 EA XD2 00005

01A 002E 005 U 0

PANEL ASSY, FORWARD

Now return to page 30 in the text.

Problem Four:

You are in the process of screening the FID portion of the Daily Document Register on page 7 of this workbook.

4a. You have checked the location of item 5305000123204 and found the location empty. Correctly annotate the Stock Number Directory on page 6 of this workbook to show this.

4b. You have checked the location of item 5305000134207 and found two of the items in the bin. For this reason you have to request a special inventory. Correctly annotate the Stock Number Directory on page 6 of this workbook.

Remember, you should check your work on these problems against the key at the instructor station.

```
29 AUG 78  LOWRY AFB            TYPE ACCT    B       STOCK NUMBER DIRECTORY      (M14/814-80)         1960 DATE 8241   Page
                              C                          IISG UNIT                 WAREHOUSE     NONP  RF    T  R S D        KIRS SRF
    STOCK NUMBER    SD UI RI API      NOMENCLATURE       NMFC  L   NR      PRICE EXC      LOCATION  KRJKISPRTC L  C C C NNNANNXXXX FNZBOL

 1560 00607 5606BK 01 EA FPZ  UDOOR ASSY, MISSILE B                  3000.00KD201A 002E 005   3                  B      0    0 0020
 1560 00607 5600BK 01 EA FPZ  UDOOR ASSY, MISSILE B                  4127.00KD2               3                  B      0    0 012
 1560 00624 9119BK 01 EA FPZ  URADOME ASSY, EQUIPMENT                8273.00KD201A 001D 005   3                  B      2    0 012
 1560 00627 9099BK 01 EA FPZ  UTIP ASSY, LOWER PANE                  2301.00KD2               3                  B      0    0 021
 1560 00627 9101BK 01 EA FPZ  UTIP ASSY, UPPER PANE                  3074.00KD201A 002A 006   3                  B      1    0 016
 1560 00633 6900BK 01 EA FPZ  USHROUD ASSY, ENGINE                  15374.00KD201A 002D 006   1                  B     10    0 002
 1560 00633 69100I 01 EA FPZ  UPANEL ASSY, FORWARD                    400.00KD201A 002E 006   2                  B      5    0 012
 1560 00700 3927BK 01 EA FPZ  UDOOR, MISSILE BAY                     6746.00KD2               1                  B      2    0 00
 1560 00700 3928BK 01 EA FPZ  UDOOR, MISSILE BAY                     4435.00KD201A 002J 006   1                  B      2    0 00
                                  TOTAL FSC  1560           09


 5305 00010 0159    01  BX GPO  USCREW                                  2.10KB3013 05AD 001   3 6                B      4    0 73
 5305 00010 0054    01  BX GPO  USCREW                                  1.05KB3013 05AB 001   3 L                B      1    0 73
 5305 00010 0063    01  BX GPO  USCREW                                   .98KB3013 05AA 001   3 L                B      1    0 01
 5305 00010 1899    01  BX GPO  USCREW                                   .24KB3013 05AE 001   3 M                B      2    0 02
 5305 00010 1910    01  BX GPO  USCREW                                   .30KB3               3 M                B      2    0 02
 5305 00010 1918    01  BX GPO  USCREW                                   .23KB3013 05AG 001   3 M                B      2    0 00
 5305 00012 1418    01  BX GPO  UBOLT                                    .01KF2030 042A 000   3 M                B      1    0 00
 5305 00012 3201    01  BX GPO  USCREW                                   .26KB3030 044A 019   3 M                B      1    0 01
 5305 00012 3204    01  BX GPO  UBOLT                                    .67KF2030 021C 014   3 M                B      1    0 02
 5305 00013 1213    01  BX GPO  UNUT                                     .52KF2030 012A 011   3 M                B      2    0 01
 5305 00013 4207    01  BX GPO  UNUT                                     .29KF2               3 M                B      1    0 01

                                  TOTAL FSC  5305           11
```

002-03-04-01WB

-6-

```
                                                                                                        OLD LOCATION              NEW LOCATION
29 AUG 78 LOWRY TECH TRNG      (PART 1 )    DAILY DOC REG & ITEM SURVEILLANCE LIST  (D04/004-22) TX B  01 1968 DATE 8241   Page  6

STOCK NUMBER.....    FSC  FAC  IP  R/I  UI NOMENCLATURE............QTY... EX COST.. AC  MARK FOR...... S/S...TIC DOCUMENT NUMBER
F B                                          ENDING  TRAN  SER          STA    O  F                         REASON
I C              TP TRANS PHRASE      DOLD   BAL...  DATE  NBR..  BOLT ADV   F  C STOCK NUMBER REQ..  Y

1560 00 223 4623BK   XF2  000   FFX  EA PAN, FUEL                                  $230.00                        FCS Y    0LA002C002
  1              6I WHSE LOC CHG                5011  [illegible]  5029  00238  5029

1560 00 631 1701BK   XB3  000   FF2  EA TUBE, DETAIL, AIR PRES                     $5[illegible].71               FCS Y    0LA002C006
  3              6I WHSE LOC CHG                5007  000072  5029  00237  5029

1560 00 233 6900BK   XD2  000   FF2  EA SHROUD ASSY, ENGINE                      $15[illegible]74.00   0LA002D006   FCS Y
  3              6I WHSE LOC CHG                4124  [illegible]  5029  00241  5029

1560 00 627 9101BK   XD2  000   FF2  EA TIP ASSY, UPPER PANE                     $3[illegible].00    0LA002A006   FCS Y    0LA002D010
  1              6I WHSE LOC CHG                4321  000004  5025  00230  5029

1560 00 304 6987BK   XF3  000   FF2  EA PAN, FUEL                                  $42.[illegible]9                 FCS Y    0LA002D012
  2              6I WHSE LOC CHG                4078  000000  5029  00236  5029

1560 00 421 7802BK   XF3  000   FF2  EA TUBE                                       $38.47                         FCS Y    0LA002D015
  3              6I WHSE LOC CHG                4299  000018  5029  00240  5029

1560 00 102 2945BK   XB3  000   FF2  EA PAN, FUEL                                  $47.82     0LA002D016          FCS Y
  1              6I WHSE LOC CHG                4126  000000  5029  00242  5029

1560 00 607 5[illegible]06BK   XD2  000   FF2  EA DOOR ASSY, MISSLE B              $3000.00    0LA002E005          FCS Y
  1              6I WHSE LOC CHG                5014  000001  5029  00234  5029

1560 00 607 5600BK   XD2  000   FF2  EA DOOR ASSY, MISSLE B                       $4127.00                        FCS Y    0LA003C004
  1              6I WHSE LOC CHG                5014  000003  5029  00245  5029


29 AUG 78 LOWRY TECH TRNG      (PART 2 )    DAILY DOC REG & ITEM SURVEILLANCE LIST (D04/004-22) TX B  01 1968 DATE 8241    Page  6

STOCK NUMBER.....    FSC   FAC IP  R/I  UI NOMENCLATURE............QTY... EX COST.. AC  MARK FOR...... S/A...TIC DOCUMENT NUMBER
F B                                          ENDING  TRAN  SER          STA    O  F                         REASON
I C              TP TRANS PHRASE      DOLD   BAL...  DATE  NBR..  BOLT ADV   F  C STOCK NUMBER REQ..  Y

5305 00 013 3213     XF2  000   GPO  HX NUT                                        $.32                           FID      030012A011
  1              4X ITEM DELETE                 4100  000100  4250  00239  4250    Z

5305 00 01[illegible] 3204     XF2  000   GPO  HX BOLT                             $.67                           FID      030021C0[illegible]
  1              4X ITEM DELETE                 4163  000001  4250  00237  4250    Z

5305 00 012 1418     XF2  000   GPO  HX BOLT                                       $.81                           FID      030042A000
  1              4X ITEM DELETE                 3172  000000  4250  002[illegible]  4250    Z

5305 00 013 4207     XF2  000   GPO  HX NUT                                        $.29                           FID      030047A017
  1              4X ITEM DELETE                 3204  000000  4250  00242  4250    Z
```

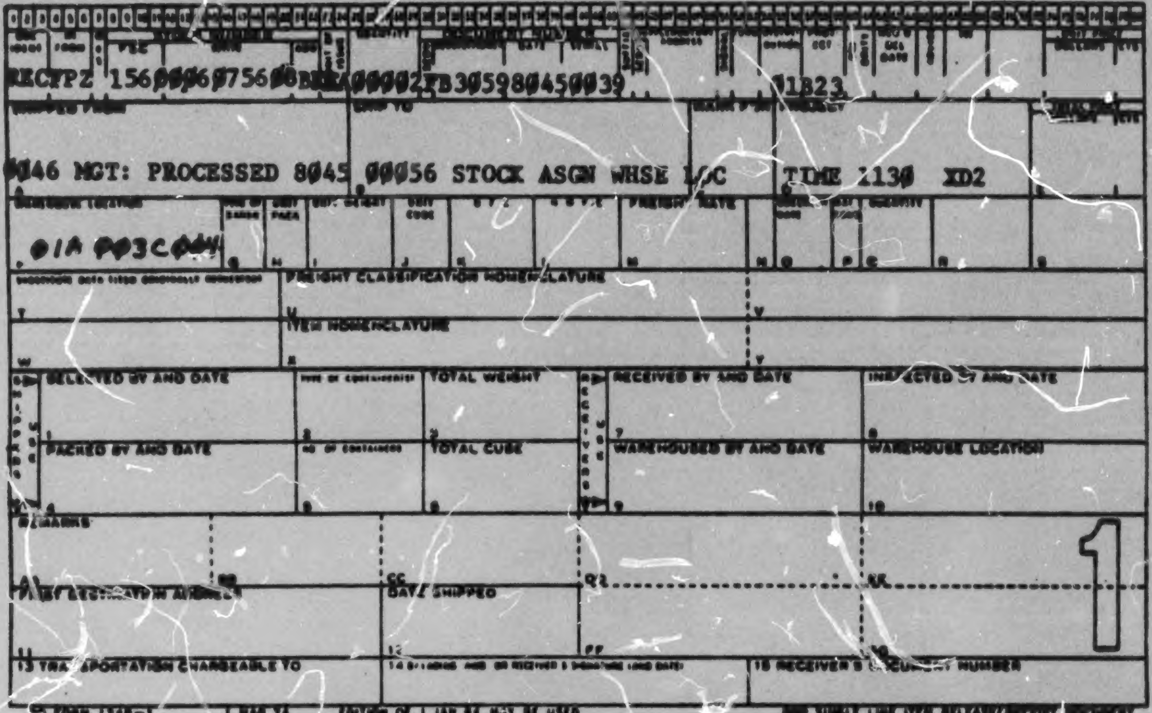
002-03-04-01WE

Block III, Lesson 4

Key to Workbook Problems

Problem One:

1a.



RECYPZ 1560006075600BKEA00002FB3059804500039 01823

0046 MGT: PROCESSED 8045 00056 STOCK ASGN WHSE LOC TIME 1130 XD2

01A 003C 004

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE

SELECTED BY AND DATE

TOTAL WEIGHT

RECEIVED BY AND DATE

INSPECTED BY AND DATE

PACKED BY AND DATE

TOTAL CUBE

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS

DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

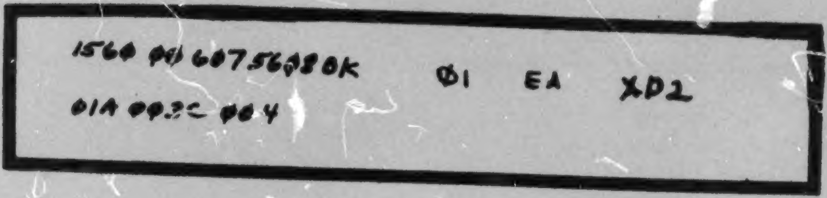
1

DD FORM 1348-1 (4 PART) 1 MAR 76 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

1b.



1560 00 6075600BK 01 EA XD2

01A 003C 004

Supersedes WBKEY 002-03-04-01 dated March 1978.

002-03-04-01KEY

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1c.

GENERAL PURPOSE CREATION

TO: ☐ KEYPUNCH ☐ REMOTE

FROM:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
F	C	S					1	5	6	0	0	0	6	0	7	5	6	0	8

REMARKS

21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
B	K									0	1	A	0	0	3	C	0	0	4

41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
														0	1				

61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80

1d. See page 5 of this key.

1e. See page 6 of this key.

Problem Two:

2a.

1560 00 6279101BK 01 EA X02

01A 002 D010

GENERAL PURPOSE CREATION

TO: ☐ KEYPUNCH ☐ REMOTE

FROM:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
F	C	S					1	5	6	0	0	0	6	2	7	9	1	0	1

REMARKS

21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
B	K									0	1	A	0	0	2	D	0	1	0
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
														0	1				
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80

2c. See page 5 of this key.

2d.

~~1560 00627 9101BK~~ ~~01~~ ~~ZA~~ ~~XD2~~ ~~00001~~

~~01A 002A 006~~ ~~U~~ ~~0~~

~~111 ASST UPPER PANEL~~ ~~$2074.00~~

2e. See page 6 of this key.

3a.

GENERAL PURPOSE CREATION

TO: ☐ KEYPUNCH ☐ REMOTE

FROM:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
F	C	S					1	5	6	0	0	0	6	0	7	5	6	0	6

REMARKS

21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
B	K																		
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
*														0	1				
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80

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3b. ~~1560 00607 5606DE~~ ~~01~~ ~~EA~~ ~~X82~~ ~~00003~~

~~01A 0025 005~~ ~~U~~ ~~4~~

~~UDOOR ASSY, MISSLE D~~

3c. See page 5 of this key.

3d. See page 6 of this key.

Problem Four:

4a. ~~See~~ page 5 of this key.

4b. See page 5 of this key.

[illegible]

```
  20 AUG 70 LOWRY AFB          TYPE ACCT  B    STOCK NUMBER DIRECTORY     (W14/814-80)          1968 DATE 0241  PAGE    5

                                                     IISG UNIT    WAREHOUSE        NORP  RF    T  R S D        SIRS SRF
                          C                                                  
       STOCK NUMBER  SD UI RI API    NOMENCLATURE     MMFC  L  MR    PRICE ERC      LOCATION ERJKISPETC L  C C C DEMANDXXXX PREBOLT
3C. →  1560 00607 56[illegible]6HK01 EA FPZ  UDOOR ASSY, MISSILE B           3000.00KD2~~01A 000B 006~~ 3               B    0     0  0020
1d. →  1560 00607 5600HK01 EA FPZ  UDOOR ASSY, MISSILE B           4127.00KD2 010 00SC 004 3                B    0     0  0121
       1560 00624 9119HK01 EA FPZ  URADOME ASSY, EQUIPMENT         8273.00KD201A 001D 005 3                B    2     0  0123
       1560 00627 9009HK01 EA FPZ  UTIP ASSY, LOWER PANE           2301.00KD2             3                B    0     0  0214
                                                                             014 00AD 010
2C. →  1560 00627 9101HK01 EA FPZ  UTIP ASSY, UPPER PANE           3074.00KD2~~01A 000A 006~~ 3                B    1     0  0169
       1560 00633 6900HK01 EA FPZ  USHROUD ASSY, ENGINE           15374.00KD201A 002D 006 1                B   10     0  0023
       1560 00633 6910BI01 EA FPZ  UPANEL ASSY, FORWARD             400.00KD2~~01A 000B 006~~ 2                B    5     0  0123
       1560 00700 3927HK01 EA FPZ  UDOOR, MISSILE BAY              6746.00KD2             1                B    2     0  0010
       1560 00700 3928HK01 EA FPZ  UDOOR, MISSILE BAY              4435.00KD201A 002J 006 1                B    2     0  0014
                                   TOTAL FSC  1560           00

       5305 00010 0159  01 BX GPO  USCREW                              2.10KB301B 054D 001  3 4            B    6     0  7314
       5305 00010 0954  01 BX GPO  USCREW                              1.05KB301B 054B 001  3 L            B    1     0  7315
       5305 00010 0963  01 BX GPO USCREW                                .94KB301B 054A 001  3 L            B    1     0  0124
       5305 00010 1099  01 BX GPO  USCREW                               .26KB301B 054E 001  3 N            B    2     0  0213
       5305 00010 1910  01 BX GPO  USCREW                               .30KB3              3 N            B    2     0  0219
       5305 00010 1918  01 BX GPO  USCREW                               .23KB301B 054G 001  3 N            B    2     0  0006
       5305 00012 1418  01 BX GPO  UBOLT                                .01KF2030 043A 000  3 N            B    1     0  0020
       5305 00012 3201  01 BX GPO  USCREW                               .26KB3030 004A 019  3 N            B    1     0  0125
4a. →  ~~5305 00012 3004  01 BX FGP  UBOLT~~                              ~~.67KF2030 003C 014  3 N~~          ~~B    1     0  0026~~
       5305 00013 1213  01  BX GPO  UNUT                                .52KF2030 012A 011  3 N            B    2     0  0116
4b. →  5305 00013 4287  01 BX GPO  UNUT   Item record deleted but is   .29KF2030 047A 017  3 N            B    1     0  0129
                                              under special inventory
                                   TOTAL FCS  5305           11
```

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1e. This change is reflected in the Daily Document Register.

2e. This change is reflected in the Daily Document Register.

3d. This change is reflected in the Daily Document Register.

PROGRAMMED TEXT 282

002-03-05-01

Technical Training

Materiel Facilities Specialist

STOCK CHANGE DOCUMENTS

August 1978

LOWRY TECHNICAL TRAINING CENTER
3440th Technical Training Group
Lowry Air Force Base, Colorado

Study Guides (SGs), Workbooks (WBs), Study Guide and Workbook (SW), Programmed Texts (PTs), and Handouts (HOs) are authorized by ATC for student use in ATC Courses. They are designed to guide you through your study assignments in the most logical sequence for easy understanding. Answer self-evaluation questions and complete each problem or work assignment in the sequence given, and it will aid you in understanding and retaining key points covered in material you have studied.

Supply Training Branch
Lowry Air Force Base, Colorado

PT G3ABR64531 000
August 1978

STOCK CHANGE DOCUMENTS

SCOPE

By now you have a fairly good understanding of how the Air Force storage system works. You know about the type of facilities used, various storage principles, how locations are identified, and how the stock locator system works. In this lesson we are going to examine another important aspect of storage operations — how they adjust to stock changes.

With so many different items in Base Supply inventories, it is only natural to expect that changes will occur. Changes may include the stock number of an item, its unit of issue or unit price, its condition, or even its identity. You will learn how to make warehouse adjustments for each of these.

OBJECTIVES

1. Process an indicative data change.

2. Process a unit of issue/unit price change.

3. Process an identity change.

4. Process a condition change.

DIRECTIONS

To complete this lesson you will need this text, a sheet of scratch paper, the workbook, and AIS Module Test Form #3. You will find embedded questions throughout the text. Write short responses to them on the sheet of scratch paper. You may check your work against the key, which is available at the instructor station. Complete the workbook as directed in the lesson.

Supersedes PT 002-03-05-01 dated March 1978.

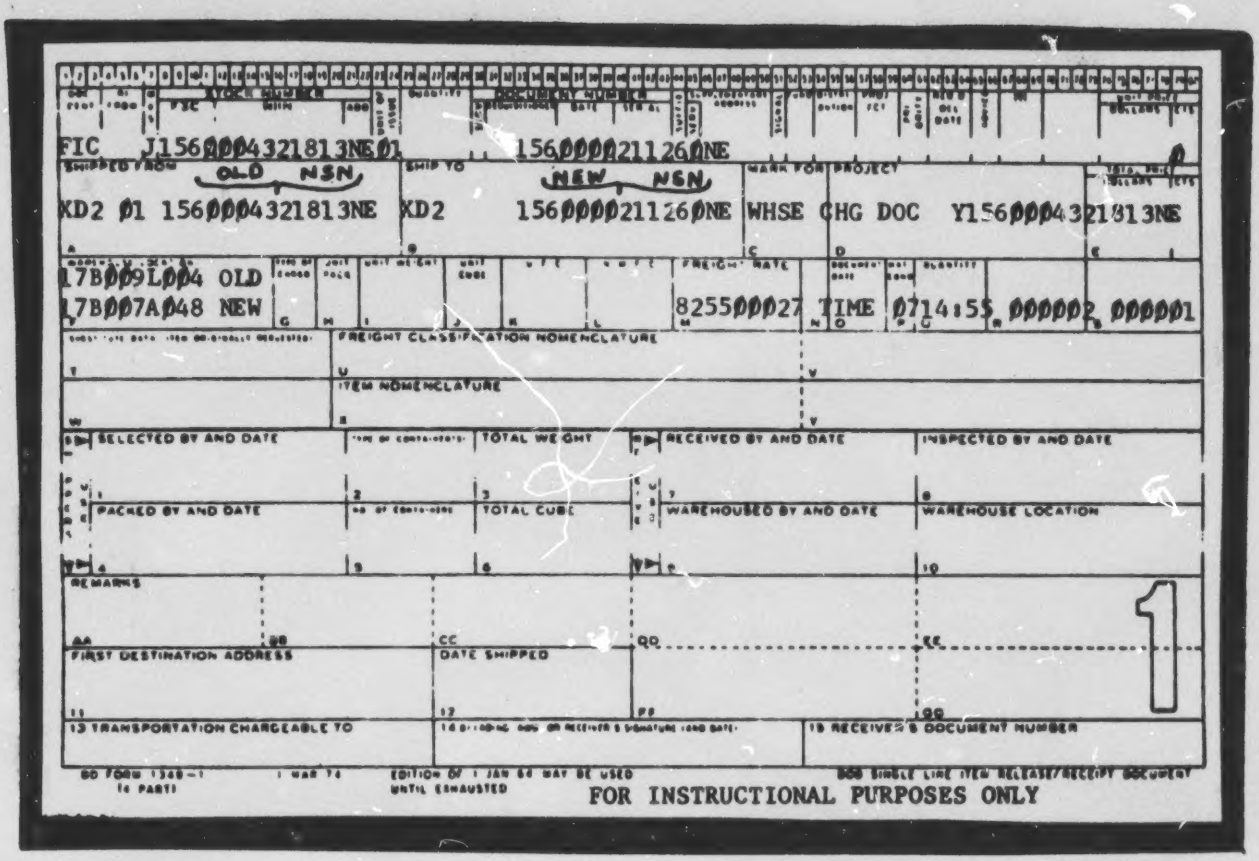
As we mentioned before, it sometimes happens that changes occur which affect items stored in the Base Supply warehouses. One such change is an indicative data change. This is a new term for you, so let's discuss it.

The indicative data of an item includes the stock number, system designator, and ERRC designator. If any one of these changes for any reason, it is called an indicative data change.

Why would this happen? Let's look at an example. Suppose the Air Force uses two kinds of fuel control valves, one made by Boeing and one made by McDonnell Douglas. Both of these are used on the F4C aircraft. However, they are the same item and they have different stock numbers. If they both serve the same purpose, why not consolidate the stock numbers. This would be more efficient because it would save space both in the warehouse and in the computer.

You, as a Materiel Facilities Specialist, are not responsible for initiating (or starting) this type of change. Normally it will be accomplished through the Stock Number User Directory (SNUD) update program. (This is an automatic computer program operated at command level that produces computer cards that may be used at base level to update internal records.) The File Maintenance Unit of Base Supply may also initiate this type of change.

Regardless of why or where the change is initiated, certain actions must be taken in the warehouse, and these are your responsibility. First of all, how do you know when one of these changes has taken place? An output notice will be forwarded to the Storage and Issue Section that tells you so. Let's see what an indicative data change output notice looks like. Take a few minutes to examine the one on the following page.



FIC J1560004321813NE01 1560000211260NE 0

SHIPPED FROM
OLD NSN
XD2 01 1560004321813NE
A

SHIP TO
NEW NSN
XD2 1560000211260NE
B

MARK FOR
WHSE
C

PROJECT
CHG DOC Y1560004321813NE
D

E

17B009L004 OLD
17B007A048 NEW
F

FREIGHT RATE
8255000027
M

TIME 0714:55
000002
R
000001
S

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE

SELECTED BY AND DATE 1
TOTAL WEIGHT 3
RECEIVED BY AND DATE 7
INSPECTED BY AND DATE 8
PACKED BY AND DATE 4
TOTAL CUBE 6
WAREHOUSED BY AND DATE 9
WAREHOUSE LOCATION 10

REMARKS
AA BB CC DD EE

FIRST DESTINATION ADDRESS 11
DATE SHIPPED 12
FF GG

13 TRANSPORTATION CHARGEABLE TO
15 RECEIVER'S DOCUMENT NUMBER

1

DD FORM 1348-1 (6 PART) 1 MAR 74
EDITION OF 1 JAN 66 MAY BE USED UNTIL EXHAUSTED
DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

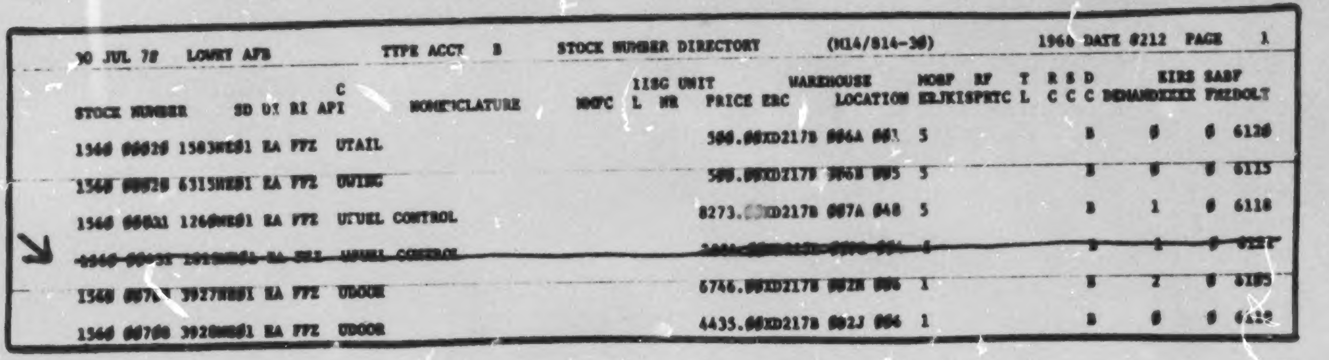
The top line of print is called the input image (in other words, it is the same as the input). Two card columns on this line that may contain important information are CC 79 and 80. CC 79 is the shelf life code, and CC 80 is the issue exception code (IEX). Why are they important? You should know the shelf life code assigned to the combined NSN so you can be sure it is accurately reflected on the bin label. An entry in CC 80 indicates that there is an issue exception on the combined NSN. This is important to you if the entry is an 8 or a 9, which means that the item may pose a health hazard. If such is the case, the item can be dangerous, and you should carefully follow all of the safety precautions printed on the item's label. Obviously, in the document above, there is no entry in CC80, so there is no health hazard.

Block A of the output document contains the old NSN, and block B shows the new NSN. Block F shows both the old and the new warehouse locations. Take a look at blocks R and S. Block R shows the new balance on hand (2) or the "ending balance" (in other words, the quantity on hand after the NSNs are combined). Block S indicates the balance in the old location before combining the NSNs, and is called the beginning balance.

What has this document told you? That a quantity of one of item 1560004321813NE, stored in location 17B009L004, is being combined with NSN 1560000211260NE and will be stored in location 17B007A048. The new balance is two.

Now that you know what type of information the output notice contains, what should you, as the Storage and Issue clerk, do with it? Since the output notice indicates that two stock numbers have been combined, you should go to the old location, remove the property, and destroy the old bin label. Then the property should be taken to the new location and placed there. At this time you will want to check the bin label to make sure that it is accurate. What if the shelf life code isn't the same on the bin label as it is on the output document? You must bring that to the attention of the Inspection Section. Since the indicative data change we have been discussing has been a case of combining stock numbers, the bin label should be correct. However, if the change had been an ERRC designator or system designator change, you would not have to move the property, but would have to correct the bin label.

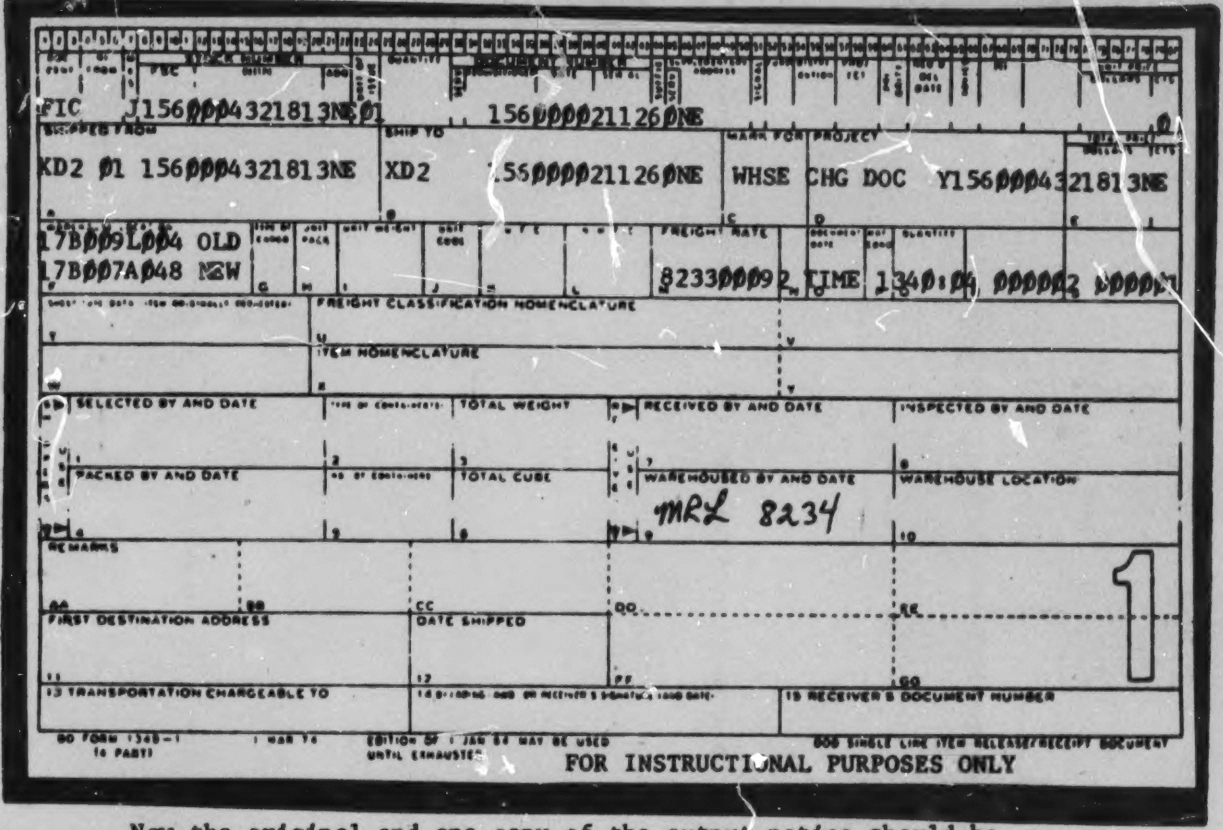
What next? Well, since the internal records have already been updated (the output notice is proof of this), now you must update the external records. You should be able to figure out what this means. The Stock Number Directory must be updated, of course. The figure below shows how the change, caused by the output notice we have discussed, should be annotated. Notice that the entire NSN entry is lined through. (This is the same as the change for an FID transaction which you learned about in the last lesson.)



```
30 JUL 78   LOWRY AFB            TYPE ACCT   B     STOCK NUMBER DIRECTORY      (H14/814-30)            1960 DATE 0212   PAGE    1

                            C                              IISG UNIT           WAREHOUSE     MOSP   RF    T   R S D           KIRS SARF
STOCK NUMBER     SD UI RI API        NOMENCLATURE     NMFC   L   NR   PRICE ERC       LOCATION  ERJKISPRTC L   C C C DEMANDXXXX FNZDOLT
1560 00020 1503NE01 EA FFZ  UTAIL                                  500.00XD217B 006A 003   5                      B       0       0 6120
1560 00020 6315NE01 EA FFZ  UWING                                  500.00XD217B 006B 005   5                      B       0       0 6115
1560 00021 1260NE01 EA FFZ  UFUEL CONTROL                         8273.[illegible]D217B 007A 048   5                      B       1       0 6118
[illegible]
1560 0070[illegible] 3927NE01 EA FFZ  UDOOR                                 6746.00XD217B 002H 006   1                      B       2       0 6105
1560 00700 3920NE01 EA FFZ  UDOOR                                 4435.00XD217B 002J 004   1                      B       0       0 6122
```

Once you have updated the Stock Number Directory, your next task is to initial and date block 9 of the output notice. In this way you indicate that all of the actions required of Storage and Issue personnel have been taken. This entry has been made on the output notice shown below.



FIC J15600043218l3NE01 15600002112 60NE

SHIPPED FROM
KD2 01 15600043218l3NE

SHIP TO
XD2 15600002112 60NE

MARK FOR
WHSE

PROJECT
CHG DOC Y15600043218l3NE

17B009L004 OLD
17B007A048 NEW

FREIGHT RATE
823300092

TIME 1340:04 000002 0000

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE

SELECTED BY AND DATE

TOTAL WEIGHT

RECEIVED BY AND DATE

INSPECTED BY AND DATE

PACKED BY AND DATE

TOTAL CUBE

WAREHOUSED BY AND DATE
MRL 8234

WAREHOUSE LOCATION

REMARKS

FIRST DESTINATION ADDRESS

DATE SHIPPED

1

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1 (6 PART)

EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

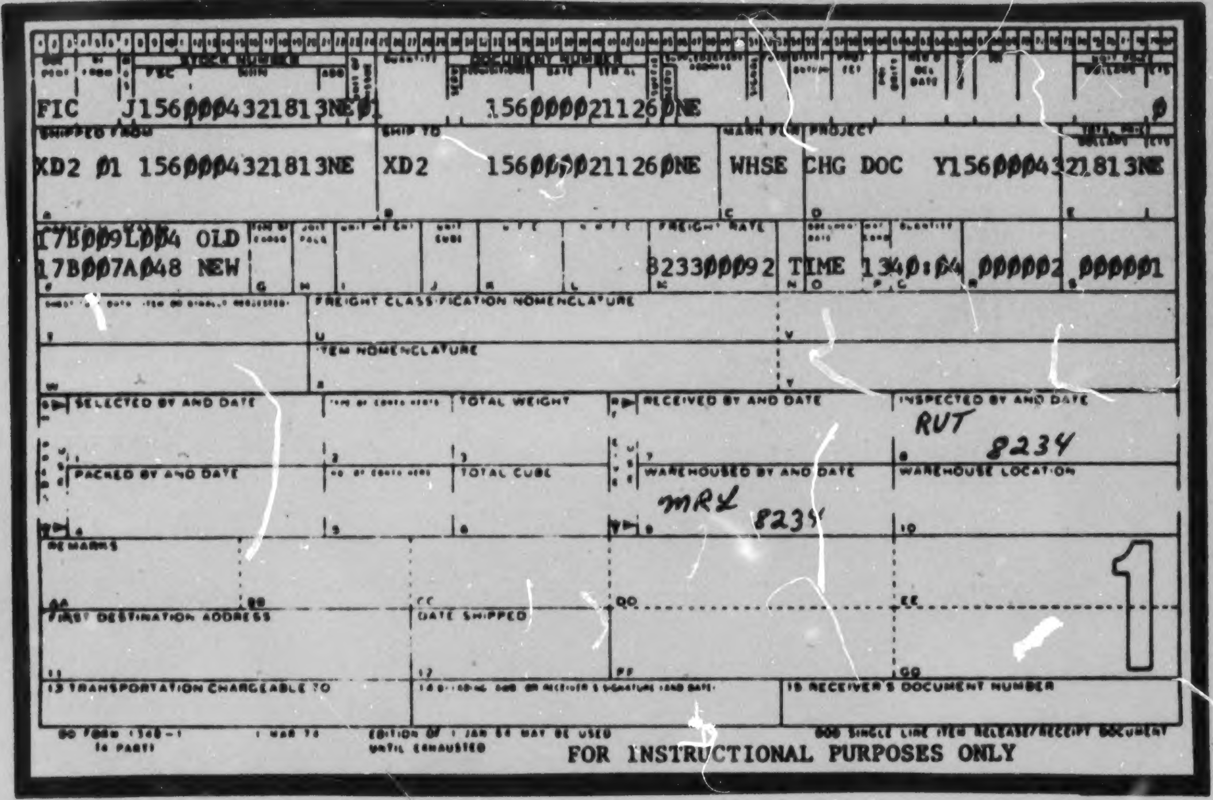
FOR INSTRUCTIONAL PURPOSES ONLY

Now the original and one copy of the output notice should be forwarded to the Inspection Section. What happens to the remaining two copies of the DD Form 1348-1? That is a matter determined by local policy. On some bases, one of the copies is kept in the Warehouse Document File. This is a file of receiving and stock change documents that is used, primarily during inventories, to research discrepancies. In some cases there is a different file for each stockroom in the warehouse.

Now let's discuss the responsibilities of the inspector when he receives the original and a copy of the indicative data change output notice.

First, he should go to the location indicated on the document and correct the labels attached to the affected item(s). This makes sense if you think about it. If an item's stock number, ERRC designator, or system designator has been changed, the label on the item must be corrected accordingly. Only the inspector can do this. In the case we have been discussing, the inspector should go to location 17B007A048, select the item labeled as NSN 1560004321813NE, and change the NSN to 1560000211260NE. At the same time, if there is an error in the shelf life code, he will investigate.

Once this has been accomplished, the inspector initials/stamps and dates block 8 of the output notice. Again, this indicates that he has taken the required actions. This entry is shown on the form below.



STOCK NUMBER FSC NIIN

DOCUMENT NUMBER

FIC J1560004321813NE01 1560000211260NE 0

SHIPPED FROM XD2 01 1560004321813NE

SHIP TO XD2 1560000211260NE

MARK FOR WHSE

PROJECT CHG DOC Y1560004321813NE

17B009L004 OLD
17B007A048 NEW

FREIGHT RATE 8233000092

TIME 1340:04 000002 000001

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE

SELECTED BY AND DATE

TOTAL WEIGHT

RECEIVED BY AND DATE

INSPECTED BY AND DATE RUT 8234

PACKED BY AND DATE

TOTAL CUBE

WAREHOUSED BY AND DATE mRL 8234

WAREHOUSE LOCATION

REMARKS

FIRST DESTINATION ADDRESS

DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1

EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

1

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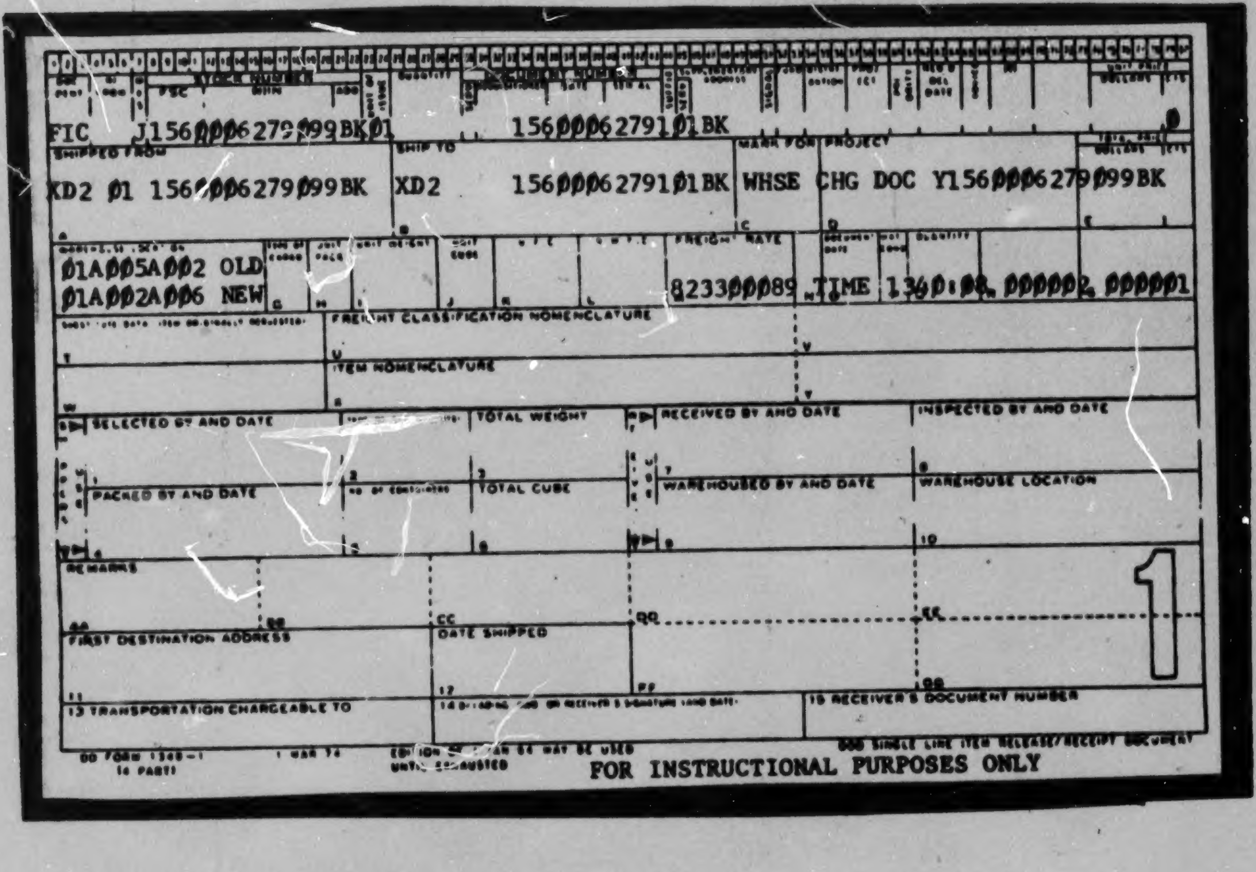
The final step for the inspector is to forward the original copy of the output notice to the Document Control Section. He may keep the other copy in a suspense file depending on local policy.

That's all there is to processing an indicative data change document. Review what you have learned by completing the following exercise.

You work in the Storage and Issue Section and have just received the following output notice. Take a few minutes to look it over. Then answer the following questions.



FIC J1560006279099BK01 1560006279101BK

SHIPPED FROM
XD2 01 1560006279099BK

SHIP TO
XD2 1560006279101BK

MARK FOR
WHSE

PROJECT
CHG DOC Y1560006279099BK

01A005A002 OLD
01A002A006 NEW

FREIGHT RATE
8233000089

TIME 1360:00 000002 000001

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE

SELECTED BY AND DATE

TOTAL WEIGHT

RECEIVED BY AND DATE

INSPECTED BY AND DATE

PACKED BY AND DATE

TOTAL CUBE

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS

FIRST DESTINATION ADDRESS

DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

1

DD FORM 1348-1 (6 PART) 1 MAR 74

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

Q1. What is the TRIC for this indicative data change?

Q2. What was changed by this transaction?

Q3. What is the new balance. What was the old balance?

Q4. NSN item ____________ should be moved to location ________________.

Q5. What entry should you make in the Stock Number Directory to reflect this change?

Q6. What entry should you, as the Storage and Issue clerk, make on the output notice?

Q7. What is a Warehouse Document File and when is it used?

Q8. When an indicative data change is made to an item, what action will the inspector take with the item?

Q9. What entry will the inspector make on the output notice?

Q10. Where does the inspector forward the original output notice?

Now complete problem one in the workbook.

So far you have learned about the adjustments and actions Materiel Facilities Specialists must take when an indicative data change occurs. Now let's discuss a second type of change ... the unit of issue/unit price change.

This type of change is actually self-explanatory. The unit of issue assigned to an item is sometimes changed for the sake of convenience. Someone may decide that it is easier to issue a particular item by the pair (pr) rather than individually (ea), or by the dozen (dz) instead of by the box (bx). Of course, when the unit of issue changes, the unit price will also change. Inflation also has a hand in changing the unit price.

Initiating a unit of issue/unit price change is not your responsibility. It is a decision made at command level through the SNUD program or by the File Maintenance Unit. What you do need to know is how to process one of these changes in the warehouse.

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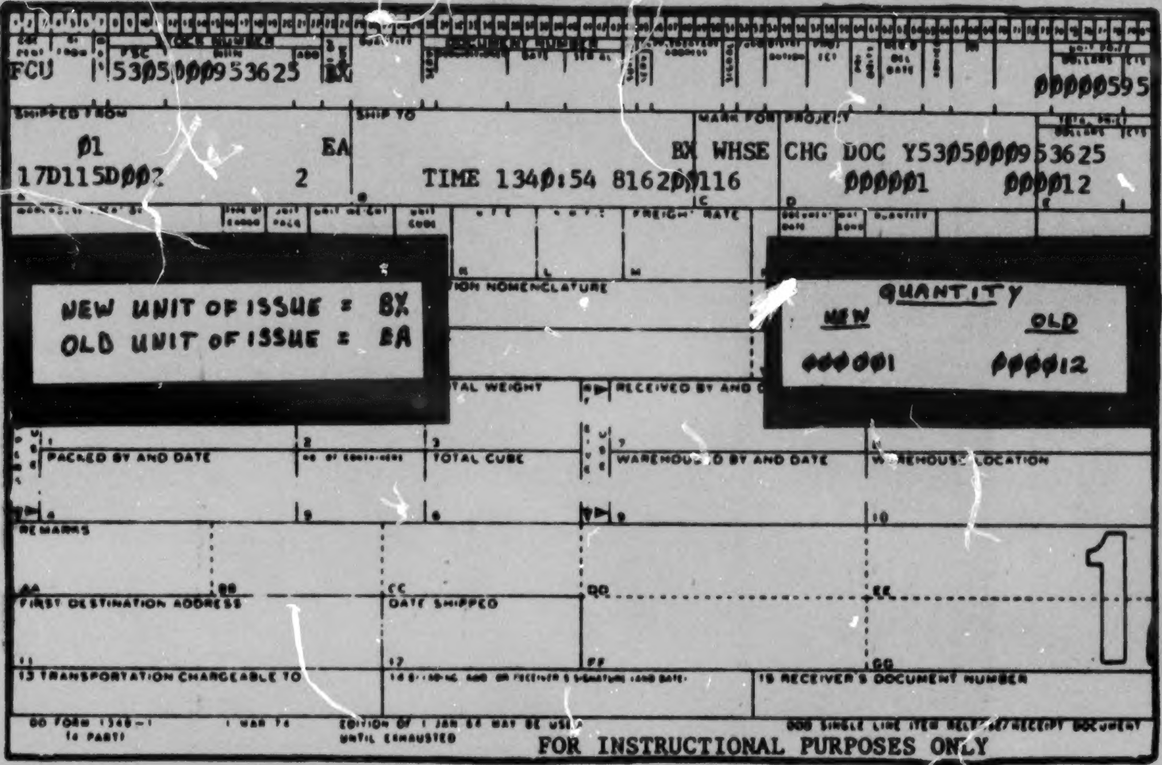
Just as was the case with an indicative data change, Storage and Issue personnel are notified of a unit of issue/unit price change through a change notice such as the one shown below. Take a few minutes to look it over.



FCU 5305000953625 BX 00000595

SHIPPED FROM

01 EA

17D115D002 2

SHIP TO

TIME 1340:54 8162001116

MARK FOR

BX WHSE

PROJECT

CHG DOC Y5305000953625

000001 000012

FREIGHT RATE

NEW UNIT OF ISSUE = BX
OLD UNIT OF ISSUE = EA

QUANTITY
NEW OLD
000001 000012

TOTAL WEIGHT

RECEIVED BY AND D

PACKED BY AND DATE

TOTAL CUBE

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS

FIRST DESTINATION ADDRESS

DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1 (4 PART) 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

1

FOR INSTRUCTIONAL PURPOSES ONLY

The first line printed on the form is the input image. Notice that the TRIC for this type of change is FCU. The new unit price is shown in CC 73-80 on this line.

The second line of print indicates first the old unit of issue (EA) and then the new unit of issue (BX).

The first entry on the third line of print is the warehouse location (17D115D002). The last two entries on this line show the new quantity (000001) and the old quantity (000012).

What does this document tell you? That the unit of issue of item 5305000953625 has been changed from EA to BX, that there were 12 of the item on hand but because they will now be issued by the box, the quantity is one, and that the unit price is now $5.95. Furthermore, the document tells you that the items are stored in warehouse location 17D115D002.

As the Storage and Issue clerk, what is your response to this document? Much the same as it was for the FIC change document we discussed earlier in this lesson.

The first step is to go to the location indicated on the document and make the necessary changes to the bin label. The figure below shows how the bin label should be corrected to reflect the change.

5305 00095 3625	01	BX ~~EA~~	XB3	00015
17D115D002		U		0
SCREW				$ 5.95 ~~0 .24~~

Now you should update the Stock Number Directory. After all, the internal records have already been changed, so now you want to be sure that the external records are accurate. The figure below shows how the directory should be annotated to reflect the changes we have discussed. Notice that the old unit of issue and unit price have been crossed out and the new information has been written above.

```
30 JUL 76   LOWRY AFB            TYPE ACCT   B    STOCK NUMBER DIRECTORY      (M14/814-30)         1968 DATE 6212  PAGE    1

                          C                                IISG UNIT         WAREHOUSE   MUSP  RF    T  R S D        EIRS SABF
STOCK NUMBER     SD UI RI API       NOMENCLATURE     MMPC  L  NR   PRICE ERC    LOCATION ERJEISPRTC  L  C C C DEMANDXXXXX FXZDOLT

5305 00018 0159  01 BX GPO  USCREW                              2.10XB317D 054D 001   3  6            B    50    0  6124
5305 00078 0954  01 BX GPO  USCREW                              1.05XB317D 054B 001   3  L            B    10    0  6118
5305 00090 0963  01 BX GPO  USCREW                               .98XB317D 054A 001   3  L            B     5    0  6115
                    BX                                          5.95
5305 00095 3625  01 EA GPO  USCREW                               .24XB317D 115D 002   3  N            B    15    0  6122

                            TOTAL FSC 5305            04
```

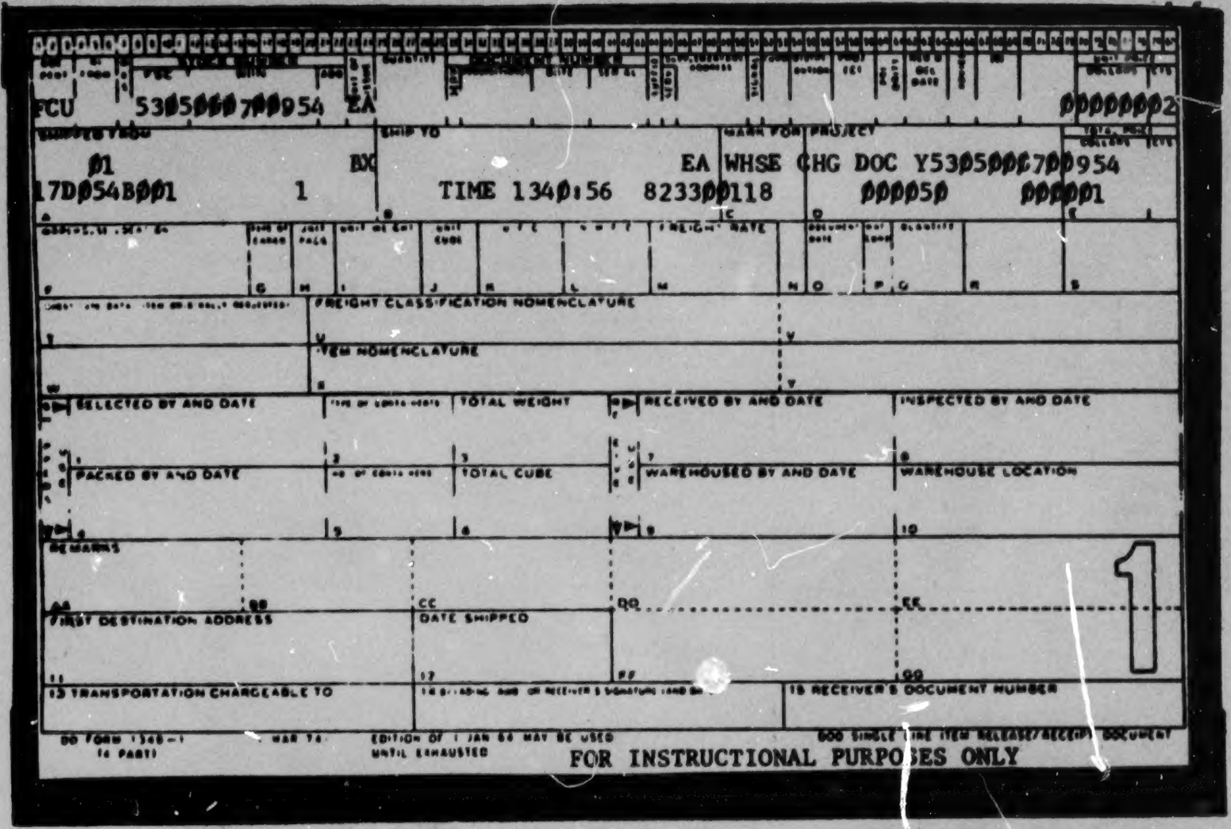
Once the directory has been updated, you are ready to document the fact that you have taken the necessary actions. To do so, simply initial and date block 9 of the output notice. Then forward the original and one copy to the Inspection Section. Again, the distribution of the remaining copies is a matter of local policy, but on some bases one of them is placed in a Warehouse Document File.

When the inspector receives the output notice, he should go to the location indicated on the document because it is his responsibility to change the labels or tags attached to the property.

Once this has been done, he is ready to make his entry on the output document. Again, he initials/stamps and dates block 8. When this has been done, he should forward the original to the Document Control Section. The remaining copy may be placed in a suspense file when required by local policy.

That's all there is to processing a unit of issue/unit price change. Review what you have learned by completing the following exercise.

The Storage and Issue Section has just received the output notice on the following page. Take a few minutes to look it over. Then answer the questions that follow.



FCU 5305000700954 EA 00000002

01 BX EA WHSE CHG DOC Y5305000700954

17D054B001 1 TIME 1340:56 823300118 000050 000001

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE

SELECTED BY AND DATE

TOTAL WEIGHT

RECEIVED BY AND DATE

INSPECTED BY AND DATE

PACKED BY AND DATE

TOTAL CUBE

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS

FIRST DESTINATION ADDRESS

DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1

EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

1

Q11. What is the TRIC for this change?

Q12. What change does this notice indicate has taken place?

Q13. What was the old unit of issue? What is the new one?

Q14. What is the new unit price?

Q15. What is the new balance (quantity)?

Q16. Where are the items stored?

Q17. What entry should you make in the Stock Number Directory to reflect this change?

Q18. What action will you take with the bin label?

Q19. What entry will you, as the Storage and Issue clerk, make on the output notice?

Q20. What entry will the inspector make?

Q21. Where is the original of the output notice forwarded?

Now complete problem two in the workbook.

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So far we have discussed two types of changes that are initiated by either the File Maintenance Unit or SNUD update. Now let's take a look at changes which are initiated by Materiel Facilities Specialists.

The first of these is an item identity change. You're probably wondering why you would ever want to change the identity of an item. Normally it happens when an item has been misidentified. Let's look at an example. The Receiving Section has sent you an aircraft wing for storage. You, as the warehouseman, take the wing to the location indicated and find an aircraft tail in that location. To make matters worse, the tail has the same NSN as the wing. Obviously, something is wrong. This is a case of mistaken identity. You should place the wing in a holding area and notify the Inspection Section.

The first step the inspector takes in a case such as this is to process an inquiry on the NSN to determine the item record balance and the due in from maintenance (DIFM) balance and document number. He will use this information to help him determine which item has been misidentified and what its correct identity is.

Then the inspector will retag the misidentified item and prepare and input an AF Form 1991 to make the identity change. As a three level Materiel Facilities Specialist, you won't be assigned to the Inspection Section, so you won't be responsible for this input. However, you will be working with the resulting output, and it is a little easier to understand if you know what was first processed. So let's take a quick look at the 1991 the inspector prepares to change the identity of an item. Take a few minutes to look over the figure on the following page.

GENERAL PURPOSE CREATION

TO: ☐ KEYPUNCH ☐ REMOTE

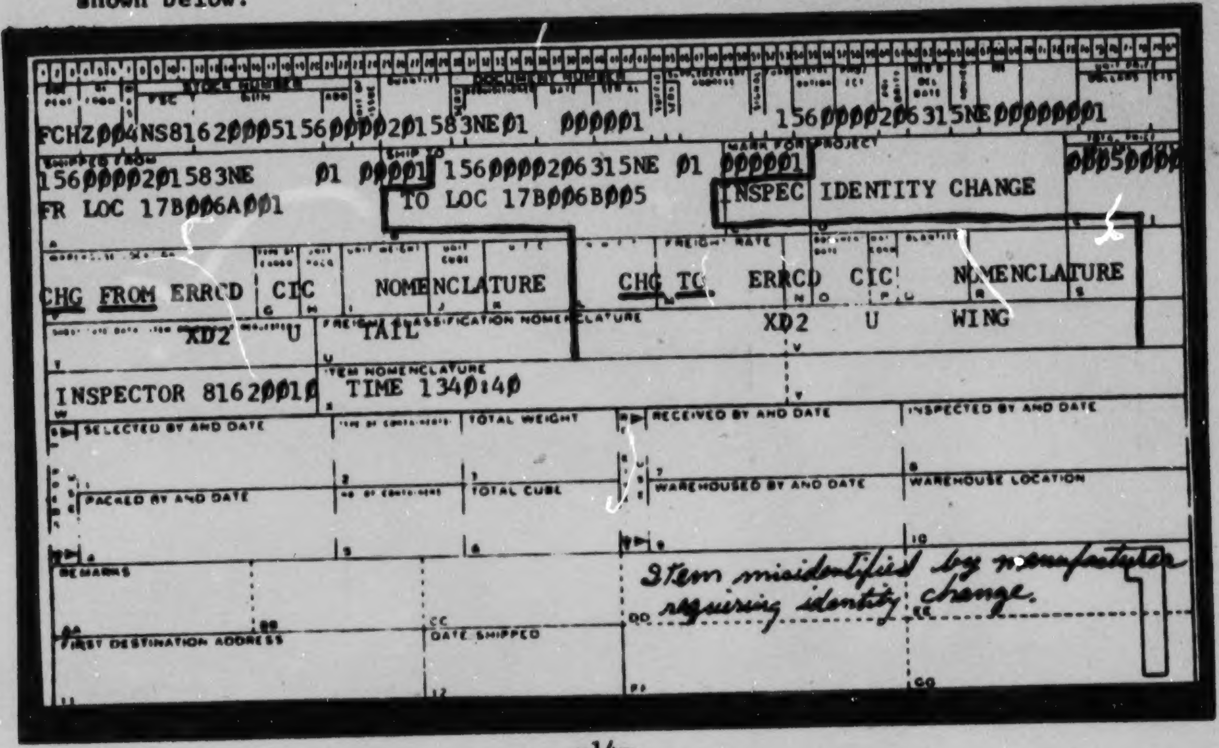
FROM:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
F	C	H	Z	0	0	4	N	5	8	1	6	2	0	0	0	5	1	5	6
REMARKS																			
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
0	0	0	0	2	0	1	5	8	3	N	E	0	1			0	0	0	0
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
0	1											1	5	6	0	0	0	0	2
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
0	6	3	1	5	N	E	0	0	0	0	0	0	0	1					

AF FORM FEB 71 1991 PREVIOUS EDITION WILL BE USED **FOR INSTRUCTIONAL PURPOSES ONLY**

The TRIC in CC 1-3 of this AF Form 1991 is FCH. It is followed by a document number (CC 4-17), and then the old or incorrect stock number (CC 18-32). This is followed by the system designator, and CC 37-42 contain the quantity assigned to the incorrect stock number. The new stock number (the correct one) is entered in CC 53-67 and the new quantity is in CC 68-75.

When the 1991 is completed, one copy is filed in suspense in the Inspection Section and the other is forwarded for input. What do you suppose the output is? An identity change document, of course. It is shown below.



FCHZ004NS8162000515600002015 83NE01 000001 15600002063 15NE0000000 1

SHIPPED FROM
15600002015 83NE 01 00001

FR LOC 17B006A001

SHIP TO
15600002063 15NE 01

TO LOC 17B006B005

MARK FOR PROJECT
000001

INSPEC IDENTITY CHANGE

0005000

CHG FROM ERRCD CIC NOMENCLATURE

XD2 U

FREIGHT CLASSIFICATION NOMENCLATURE
TAIL

CHG TO ERRCD CIC NOMENCLATURE

XD2 U WING

INSPECTOR 81620010

ITEM NOMENCLATURE
TIME 1340:40

SELECTED BY AND DATE

TOTAL WEIGHT

RECEIVED BY AND DATE

INSPECTED BY AND DATE

PACKED BY AND DATE

TOTAL CUBE

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS

Item misidentified by manufacturer requiring identity change.

FIRST DESTINATION ADDRESS

DATE SHIPPED

Here again, as you can see, the first line of print is the input image. The rest of the document is easy to interpret because, on each line of print, the change from (or incorrect) information is printed first, and the change to (or correct) information is printed second. For example, line 2 first shows the change from NSN, system designator, and quantity, and then lists the change to NSN, system designator,and quantity. The extended cost of the item is also given on this line. The rest of the information on the document is clearly labeled.

The identity change output notice is forwarded to you, the Storage and Issue clerk. Now you know where to place the item that has been misidentified. Sometimes, if the item is new to Base Supply, you may have to assign a location at this point. If so, just follow the warehouse location change (addition) procedures you learned in the last lesson.

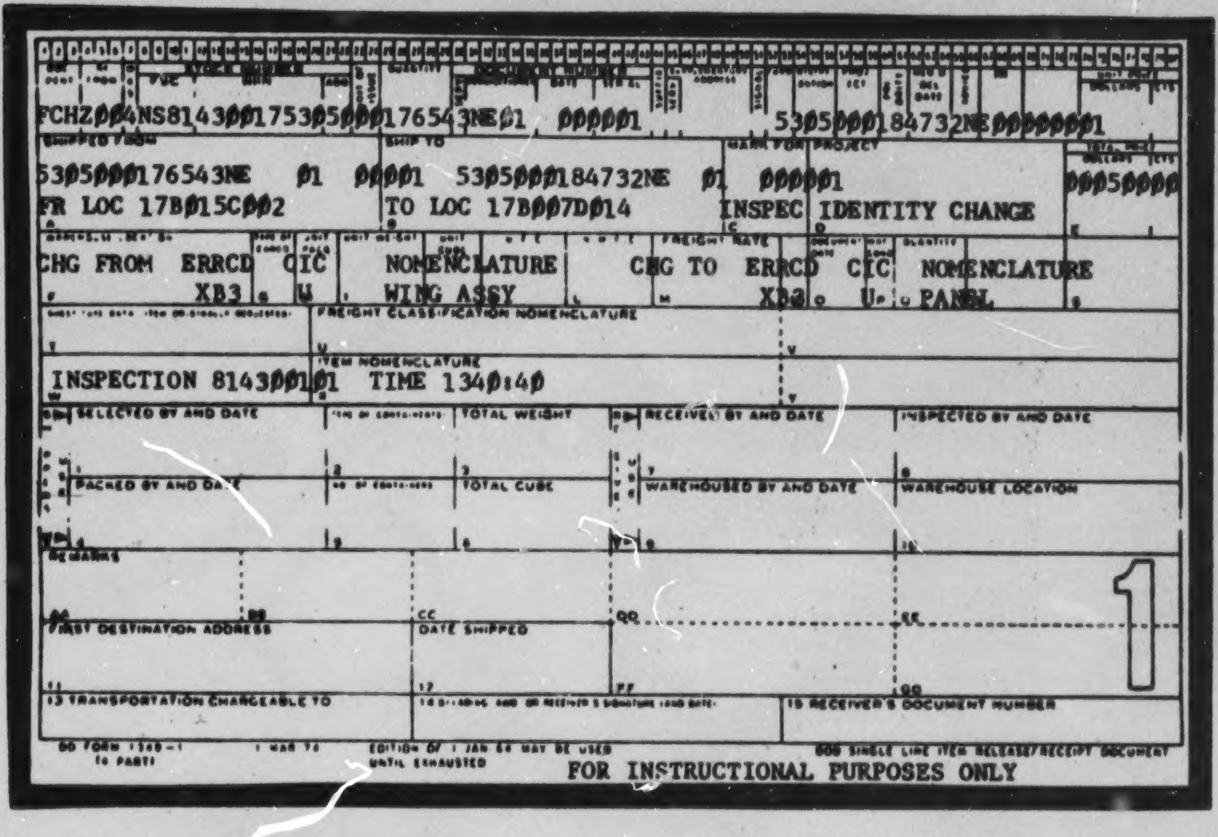
When you place the item in its correct location, as always, you should compare the information on the output notice with that on the bin label and on the tag or label attached to the item. In other words, you want to make sure that the NSN, system designator, nomenclature, cost, etc. match.

Now you are ready to sign and date block 9 of the output notice and forward the original and one copy to the Inspection Section. One of the remaining copies may be placed in a Warehouse Document File. (Notice that for an FCH output, your entry on the document has changed slightly. Instead of putting your initials and the date in block 9, you are signing there. This is just one of the quirks of the supply system that you will have to memorize.)

When the inspector receives the original and one other copy of the output notice, DD Form 1348-1, he should destroy the suspense copy AF Form 1991 of the input, because he is now sure that the change has been made. He will then sign/stamp and date block 8 of the original copy and annotate the reason for the identity change in blocks DD and EE. Then the original is forwarded to Document Control and the other copy is filed as determined by local policy.

That completes the procedures for processing an identity change. Review what you have learned by completing the following exercise.

You, as the Storage and Issue clerk, have just received the output notice shown below. Take a few minutes to look it over. Then answer the questions that follow.



FCHZ004NS814300175305000176543NE01 000001 5305000184732NE00000001

SHIPPED FROM
5305000176543NE 01 00001
FR LOC 17B015C002

SHIP TO
5305000184732NE 01 000001
TO LOC 17B007D014

MARK FOR
INSPEC

PROJECT
IDENTITY CHANGE

0005000

CHG FROM ERRCD XB3 CIC U NOMENCLATURE WING ASSY

CHG TO ERRCD XB3 CIC U NOMENCLATURE PANEL

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE

INSPECTION 81430010 1 TIME 1340:40

SELECTED BY AND DATE
TOTAL WEIGHT
RECEIVED BY AND DATE
INSPECTED BY AND DATE
PACKED BY AND DATE
TOTAL CUBE
WAREHOUSED BY AND DATE
WAREHOUSE LOCATION
REMARKS
FIRST DESTINATION ADDRESS
DATE SHIPPED
13 TRANSPORTATION CHARGEABLE TO
15 RECEIVER'S DOCUMENT NUMBER

1

DD FORM 1348-1 (6 PART) 1 MAR 76 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

Q22. What is the TRIC of this transaction?

Q23. What is the correct (to) NSN of the item?

Q24. What is the incorrect (from) location of the item?

Q25. What is the correct (to) nomenclature of the item?

Q26. Was the ERRCD changed by this transaction?

Q27. Who prepares the input to change the identity of an item?

Q28. What entry will you make on the output notice?

Q29. What entry(ies) will the inspector make on the output notice?

Q30. Where is the original of the output notice forwarded?

Now complete problem three in the workbook.

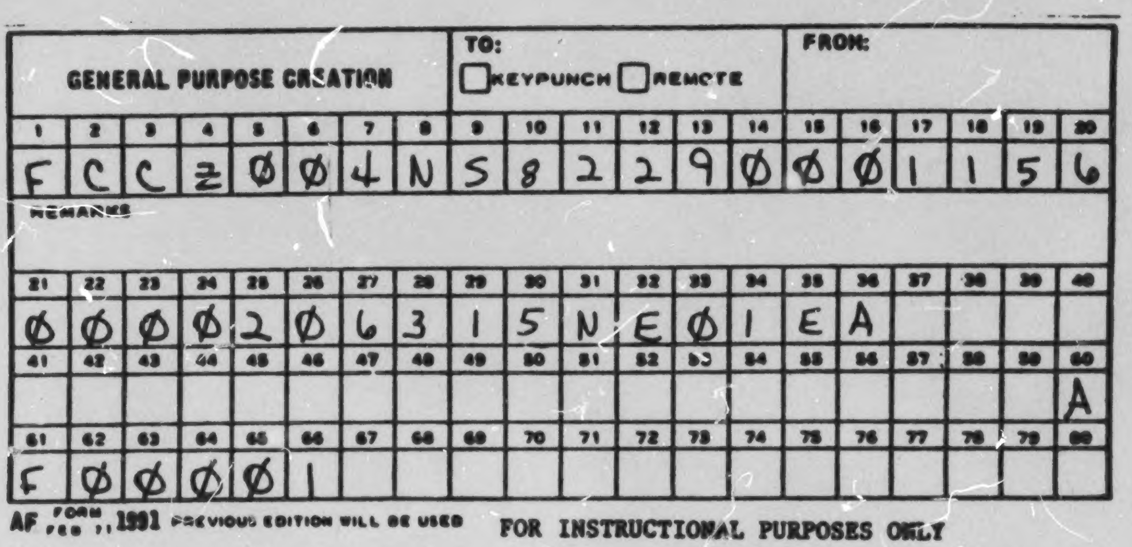
The final type of stock change we are going to discuss in this lesson is a condition change. Just as was the case with the FCH identity change, a condition change is also initiated by Materiel Facilities Specialists.

Exactly what do we mean by a condition change? If you think about it, it's fairly obvious. If the condition of an item changes, adjustments must be made. For example, if you work in the Storage and Issue Section and find an item in storage that is no longer serviceable (for example, a battery with a broken terminal), you can't just ignore it. After all, if the item is no longer serviceable, it can't be used and is wasting valuable space.

What should you do when this happens? Notify the Inspection Section. You don't have the authority to determine the serviceability of an item. That is the inspector's job.

Once the inspector has been notified, he will examine the property. If he determines that it is, indeed, unserviceable, he will retag it and prepare the appropriate change input.

Although you won't be responsible for filling out one of these inputs, it's a good idea for you to be familiar with what they contain. Take a few minutes to study the AF Form 1991 on the following page. It has been prepared to change the recorded condition of NSN 1560000206315NE.



GENERAL PURPOSE CREATION

TO: ☐ KEYPUNCH ☐ REMOTE

FROM:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
F	C	C	Z	0	0	4	N	5	8	2	2	9	0	0	0	1	1	5	6

REMARKS

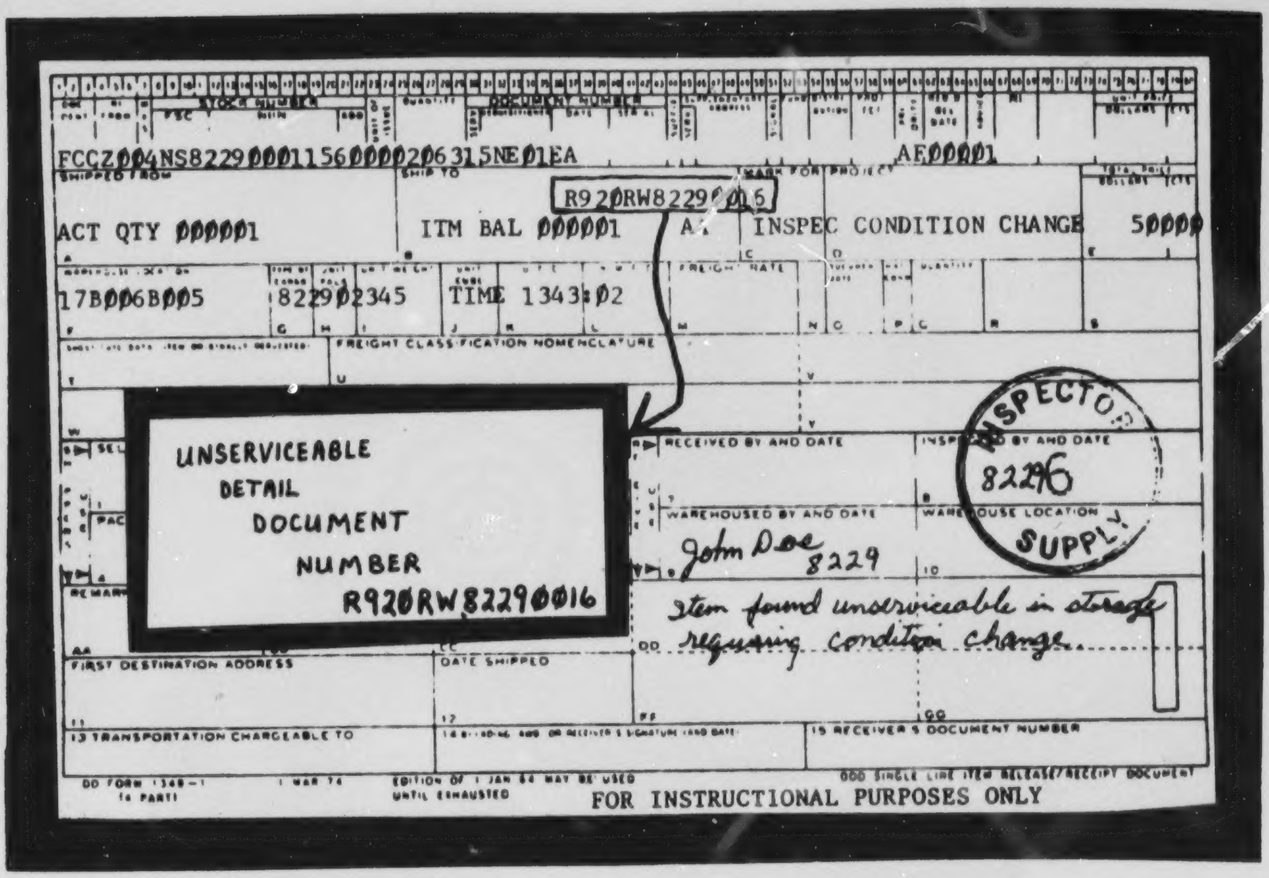
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
0	0	0	0	2	0	6	3	1	5	N	E	0	1	E	A				
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
																			A
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
F	0	0	0	0	1														

AF FORM FEB 71 1991 PREVIOUS EDITION WILL BE USED

FOR INSTRUCTIONAL PURPOSES ONLY

As you can see, the TRIC for this change is FCC. This is followed by the document number (CC 4-17), the NSN (CC 18-32), the system designator (CC 33-34), and the unit of issue (CC 35-36). Card column 60 contains the previous condition code (in this case A for serviceable), and CC 61 contains the new condition code (F for unserviceable). The quantity of items with a changed condition is indicated in CC 62-66.

The FCC is prepared in two copies. One is used for input; the second is maintained in a suspense file. The result of the input is, naturally, a condition change output notice. Let's see what this document looks like. Take a few minutes to examine the one on the next page.



FCCZ004NS82290001156000020631 5NE01EA AE00001

SHIPPED FROM

ACT QTY 000001

SHIP TO

R920RW82290016

ITM BAL 000001

A

MARK FOR

PROJECT

INSPEC CONDITION CHANGE

50000

17B006B005

822902345

TIME 1343:02

FREIGHT RATE

FREIGHT CLASSIFICATION NOMENCLATURE

UNSERVICEABLE DETAIL DOCUMENT NUMBER R920RW82290016

RECEIVED BY AND DATE

INSPECTED BY AND DATE

INSPECTOR 82296 SUPPLY

WAREHOUSED BY AND DATE

John Doe 8229

WAREHOUSE LOCATION

REMARKS

Item found unserviceable in storage requiring condition change.

FIRST DESTINATION ADDRESS

DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1 (6 PART) 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

The first line of print, of course, is the input image. In the middle of the form, just below this line, is a very important entry. It is the unserviceable detail document number. You'll be using it later, so take note of where it is found. The other entries on the form show the action quantity affected by the change, the unserviceable item balance, and the serviceable warehouse location.

The output notice, along with the unserviceable item, will be forwarded to Storage and Issue. What action should you take? First, take the item to the unserviceable hold area in the warehouse. (Most warehouses have an area set aside for unserviceable items.) At this time you will enter the unserviceable location you assign to the item in block F. What do you suppose the next step is? Preparing an FCS. This makes sense. Anytime you change the location of an item, you have to update the records. Otherwise it would be hard to locate the item later.

There is a slight difference with this type FCS input because you are not changing the location for the entire NSN - only for one item that is unserviceable. You'll understand this better when you see the format on the next page. (See NOTE 3.)

ATTACHMENT A-1

WAREHOUSE LOCATION CHANGE INPUT

1. PURPOSE: To add, change, or delete the warehouse location on an item record.

2. INPUT RESTRICTIONS: None.

3. OUTPUT: See attachment A-2.

4. INPUT FORMAT AND ENTRY REQUIREMENTS:

Card Col	Nr Pos	Field Designation	Remarks
1-3	3	Transaction Identification Code	FCS
4-7	4	Blank	
8-22	15	Stock Number	
23-29	7	Blank	
30	1		Note 3
31-41	11	Warehouse Location	Note 1
42-54	13	Blank	
55-56	2	System Designator	Note 2
57-70	14	Detail Document Number	Note 3
71-80	10	Blank	

NOTE 1: Warehouse Location

If input is to request a replacement bin label for serviceable assets, insert an R in cc 31 followed by 10 blanks. This option is not available for unserviceable assets recorded on DIFM details.

If the warehouse location is to be added to or changed on an item record, the location must contain data as follows:

Pos	Prog Edits	Description
1-2	N	Warehouse Numbers: Warehouse numbers for host type accounts B & E are limited to 01-63. Outputs for warehouse numbers 20-63 will be routed to the main line printer. The output device for warehouse numbers 01-19 will be governed by the remote translate table. Warehouse numbers for satellite accounts and type account codes other than B & E may range from 01 through 99.
3	A	Stockroom or Storage Section (include mezzanine as separate stock room).
4-6	N	Bin Row
7	A	Level, Horizontal Bin Row, or Bay Subdivision.
8	A/N	Rotary Bin or First Digit of Bin Vertical Number.
9-10	A/N	Remaining two digits of vertical bin number, bay subdivision, or pallet number; or, two digit for vertical bin number of rotary bins.
11	A or blank	Bin or Pallet Subdivision.

Identify rotary bins with separate vertical bin numbers.

Use the stockroom code to identify mezzanines; disregard volume I, part one, chapter 4.

If the warehouse location is to be deleted (blanked) from an item record, enter an asterisk (*) in the last position (cc 41) of the warehouse location field. Warehouse location cannot be deleted if:

A serviceable balance is on the item record.

A DIFM, due-in, WRM spares, or supply point detail record is linked to the item record.

NOTE 2: System designator (SD) may not be blank. Only the item record specified by the input stock number and system designator will be updated. If the input is from a satellite remote, the input SD must be compatible with remote number in the base variables.

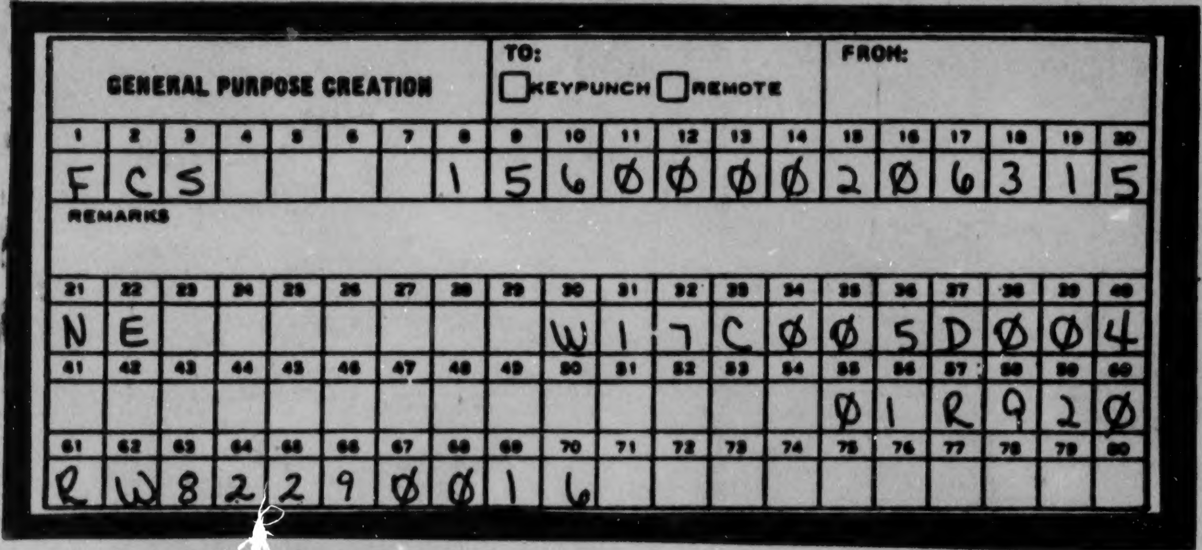
NOTE 3: When loading or changing unserviceable detail warehouse location cc 30 must contain a V, CC 57-70 must contain the detail document number. A warehouse location code will be assigned for those UMR exhibit items located in maintenance.

303

First take a look at the entry for card column 30. It directs you to note 3 which explains that when loading or changing an unserviceable detail warehouse location, CC 30 must contain a "W." Also CC 57-70 must contain the unserviceable detail document number. This is the number you saw between lines one and three on the output notice.

These two additional entries on the FCS will alert the computer that you are moving only one unserviceable item and do not want to change the location for the entire NSN.

Let's take a look at the AF Form 1991 that you would prepare for the condition change we have been discussing.



GENERAL PURPOSE CREATION

TO: ☐KEYPUNCH ☐REMOTE

FROM:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
F	C	S					1	5	6	0	0	0	0	2	0	6	3	1	5
REMARKS																			
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
N	E								W	1	7	C	0	0	5	D	0	0	4
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
														0	1	R	9	2	0
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
R	W	8	2	2	9	0	0	1	6										

You will forward the original copy of the AF Form 1991 for input and keep the second copy in a suspense file. Because of the nature of this FCS, you do not need to worry about updating the Stock Number Directory or screening the Daily Document Register. However, you will screen the R26 Unserviceable DIFM Detail List each day to clear your suspense file. (This is nothing more than a list of unserviceable DIFM items.)

Finally you must enter the new location of the item in block F of the output notice and sign and date block 9. Then the original and one copy of the notice should be forwarded to the Inspection Section. One of the remaining output copies may be placed in the Warehouse Document File, depending on local policy.

Now, what are the inspector's responsibilities when he receives the output notice? First, he can destroy his input suspense copy(AF Form 1991). The output document, DD From 1348-1 is proof that the transaction has processed. Then, he should sign/stamp and date block 8 of the original document and annotate the reason for the condition change in blocks DD and EE. Finally, the inspector will send the original to Document Control and file the other copy as required by local policy.

That completes the process of changing the recorded condition of an item. Review what you have learned by writing short responses to the following questions and statements.

Q31. Who initiates the action to change the recorded condition of an item?

Q32. What is the TRIC used for condition changes?

Q33. Where does the inspector send the unserviceable item and condition change output notice? What happens to them there?

Q34. What form is prepared by the warehouseman to reflect the new location of the item? What TRIC code is used?

Q35. After a new location is assigned to the unserviceable item, what entries are made by the warehouseman on the condition change notice?

Q36. What entry(ies) does the inspector make on the notice?

Q37. Where is the original notice forwarded?

Now complete problems four and five in the workbook.

That completes the lesson on stock change documents. When you feel confident about all of the lesson objectives, ask your instructor for the lesson appraisal.

STOCK CHANGE DOCUMENTS

August 1978

Block III, Lesson 5

Answers to Questions in the Text

Q1. FIC.

Q2. A stock number.

Q3. 2; 1.

Q4. 156006279099BK; 01A002A006

Q5. Line through the old stock number.

Q6. Initial and date block 9 of the notice.

Q7. It is a file of receiving and stock change documents that is often used in researching inventory discrepancies.

Q8. Make any necessary changes on the label attached to the item.

Q9. Initial/stamp and date block 8.

Q10. To Document Control Section.

Q11. FCU.

Q12. Unit of issue and/or unit price.

Q13. BX, EA.

Q14. $ .02.

Q15. 50.

Q16. 17D0054B001.

Q17. Cross out the old unit of issue/unit price and write the new ones above the old.

Q18. Cross out the old unit of issue/unit price and write the new information above the old.

Q19. Initial and date block 9.

Supersedes 002-03-05-01KEY dated March 1978.

Q20. Initial/stamp and date block 8.

Q21. Document Control Section.

Q22. FCH.

Q23. 530500184732NE.

Q24. 17B015C002.

Q25. Panel.

Q26. No.

Q27. The inspector.

Q28. Sign and date block 9.

Q29. Sign/stamp and date block 8 and state the reason for the change in blocks DD and EE.

Q30. Document Control Section.

Q31. The inspector.

Q32. FCC.

Q33. To the Storage and Issue Section. The item is reassigned to a location in the unserviceable hold area of the warehouse. The document is signed and dated in block 9, the unserviceable location is entered in block F, and it is then returned to the inspector.

Q34. AF Form 1991. FCS.

Q35. Enter unserviceable location in block F and sign and date block 9.

Q36. Sign/stamp and date block 8, state the reason for the change in blocks DD and EE.

Q37. Document Control Section.

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Supply Training Branch
Lowry Air Force Base, Colorado

WB G3ABR64531 000
August 1978

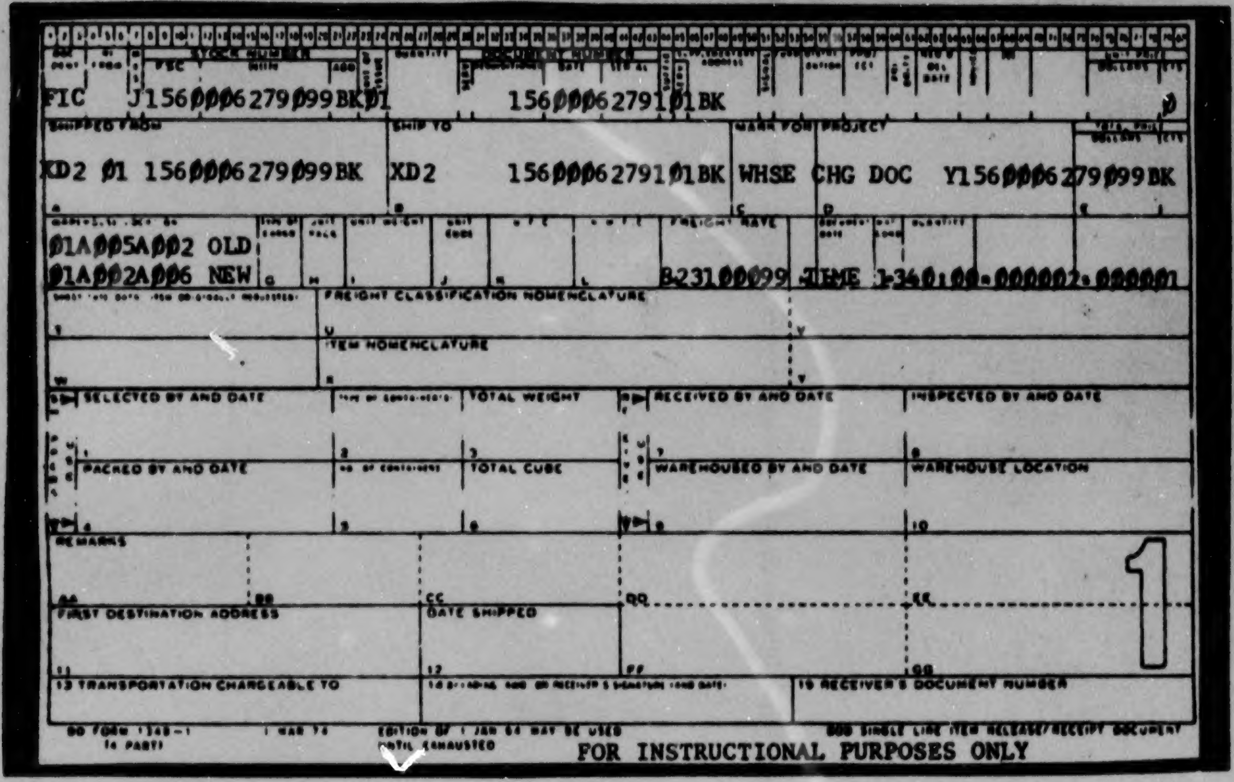
STOCK CHANGE DOCUMENTS

Problem One: The output notice shown below has been received in the Storage and Issue Section. Take the following actions with it:

1. Update the Stock Number Directory on page 2 of this workbook to show this change.

2. Make the entry required of the Storage and Issue clerk on the notice.

3. Make the entry required of the inspector on the notice.



FIC J1560006279099BK01 1560006279101BK 0

SHIPPED FROM: XD2 01 1560006279099BK
SHIP TO: XD2 1560006279101BK
MARK FOR: WHSE
PROJECT: CHG DOC Y1560006279099BK

01A005A002 OLD
01A002A006 NEW
B23100099 TIME 1340:00.000002.000001

FREIGHT CLASSIFICATION NOMENCLATURE
ITEM NOMENCLATURE
SELECTED BY AND DATE
TOTAL WEIGHT
RECEIVED BY AND DATE
INSPECTED BY AND DATE
PACKED BY AND DATE
TOTAL CUBE
WAREHOUSED BY AND DATE
WAREHOUSE LOCATION
REMARKS
FIRST DESTINATION ADDRESS
DATE SHIPPED
13 TRANSPORTATION CHARGEABLE TO
15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1 (6 PARTS) 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED
DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

1

FOR INSTRUCTIONAL PURPOSES ONLY

Now return to page 8 in the text.

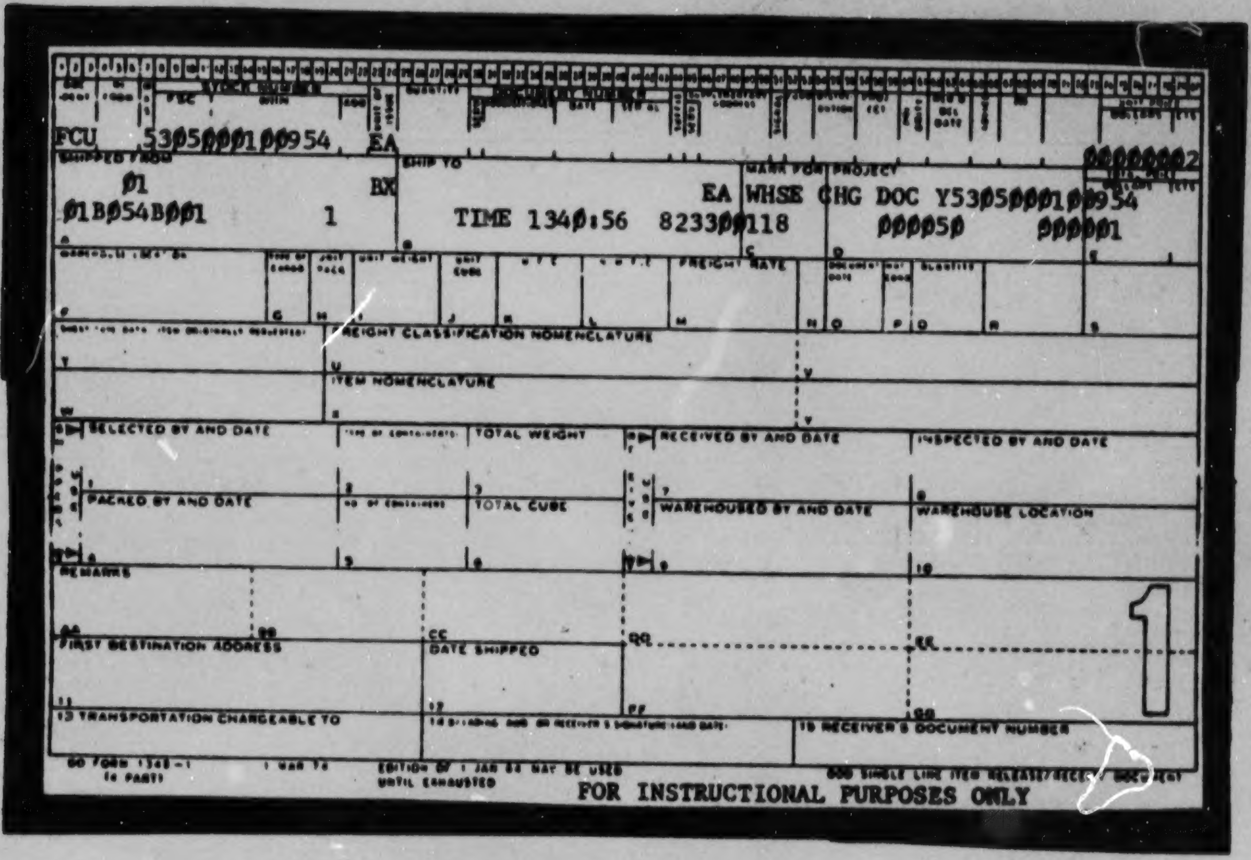
Supersedes WB 002-03-05-01 dated March 1978.

```
29 JAN 78  LOWRY AFB          TYPE ACCT   B      STOCK NUMBER DIRECTORY       (M14/814-80)          1968 DATE 0029  PAGE    5

                              C                              IISG UNIT        WAREHOUSE       MDSP  RF    T   R S D         EIRS SBF
   STOCK NUMBER     SD UI RI API       NOMENCLATURE      MMFC  L  MR     PRICE ERC    LOCATION ERJKISPRTC L   C C C DEMANDXXXX FXEDOLT
1560 00607 5606BK01 EA FPZ  UDOOR ASST, MISSILE B                3000.00XD201A 002E 005  3                    B       0      0  5028
1560 00607 5608BK01 EA FPZ  UDOOR ASST, MISSILE B                4127.00XD201A 002B 005  3                    B       0      0  4121
1560 00624 9119BK01 EA FPZ  URADOME ASSY, EQUIPMENT              8273.00XD201A 001D 005  3                    B       2      0  4123
1560 00627 9099BK01 EA FPZ  UTIP ASSY, LOWER PANE                2381.00XD201A 005A 005  3                    B       0      0  4214
1560 00627 9101BK01 EA FPZ  UTIP ASSY, UPPER PANE                3074.00XD201A 002A 006  3                    B       1      0  4169
1560 00633 6908BK01 EA FPZ  USHROUD ASSY, ENGINE                15374.00XD201A 002D 006  1                    B      10      0  5023
1560 00633 6910BI01 EA FPZ  UPANEL ASSY, FORWARD                  400.00XD201A 002E 006  2                    B       5      0  4123
1560 00708 3927BK01 EA FPZ  UDOOR, MISSILE BAY                   6746.00XD2              1                    B       2      0  5010
1560 00708 3928BK01 EA FPZ  UDOOR, MISSILE BAY                   4435.00XD201A 002J 006  1                    B       2      0  5014
                             TOTAL FSC  1560          09
5305 00010 0159   01 BX GPO  USCREW                                 2.10XB301B 054D 001  3 6                  B       4      0  4314
5305 00010 0954   01 BX GPO  USCREW                                 1.03XB301B 054B 001  3 L                  B       1      0  4315
5305 00010 0963   01 BX GPO  USCREW                                  .98XB301B 054A 001  3 L                  B       1      0  4124
5305 00010 1899   01 BX GPO  USCREW                                  .24XB301B 054E 001  3 M                  B       2      0  4215
5305 00010 1910   01 BX GPO  USCREW                                  .30XB3                3 M                  B       2      0  4219
5305 00010 1918   01 BX GPO  USCREW                                  .23XB301B 054G 001  3 M                  B       2      0  5009
5305 00012 1418   01 BX GPO  UBOLT                                   .81XF203B 042A 008  3 M                  B       1      0  5025
5305 00012 3201   01 BX GPO  USCREW                                  .26XB303B 044A 019  3 M                  B       1      0  4125
5305 00012 3204   01 BX FGP  UBOLT                                   .67XF203B 021C 014  3 M                  B       1      0  4215
5305 00013 1213   01 BX GPO  UNUT                                    .52XF203B 012A 011  3 M                  B       2      0  4116
5305 00013 4207   01 BX GPO  UNUT                                    .29XF2                3 M                  B       1      0  4129
                             TOTAL FSC  5305          11
```

Problem Two: The Storage and Issue Section has received the FCU output notice shown below. Take the following actions:

1. Correct the bin label below the document.
2. Update the Stock Number Directory on page 2 to show the change.
3. Make the entry required of the Storage and Issue clerk on the notice.
4. Make the entry required of the inspector on the notice.



FCU 5305000100954 EA 00000002

SHIPPED FROM
01 BX
01B054B001 1

SHIP TO
EA
TIME 1340:56 8233000118

MARK FOR
WHSE

PROJECT
CHG DOC Y5305000100954
000050 000001

FREIGHT RATE

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE

SELECTED BY AND DATE

TOTAL WEIGHT

RECEIVED BY AND DATE

INSPECTED BY AND DATE

PACKED BY AND DATE

TOTAL CUBE

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS

FIRST DESTINATION ADDRESS

DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

1

DD FORM 1348-1

FOR INSTRUCTIONAL PURPOSES ONLY

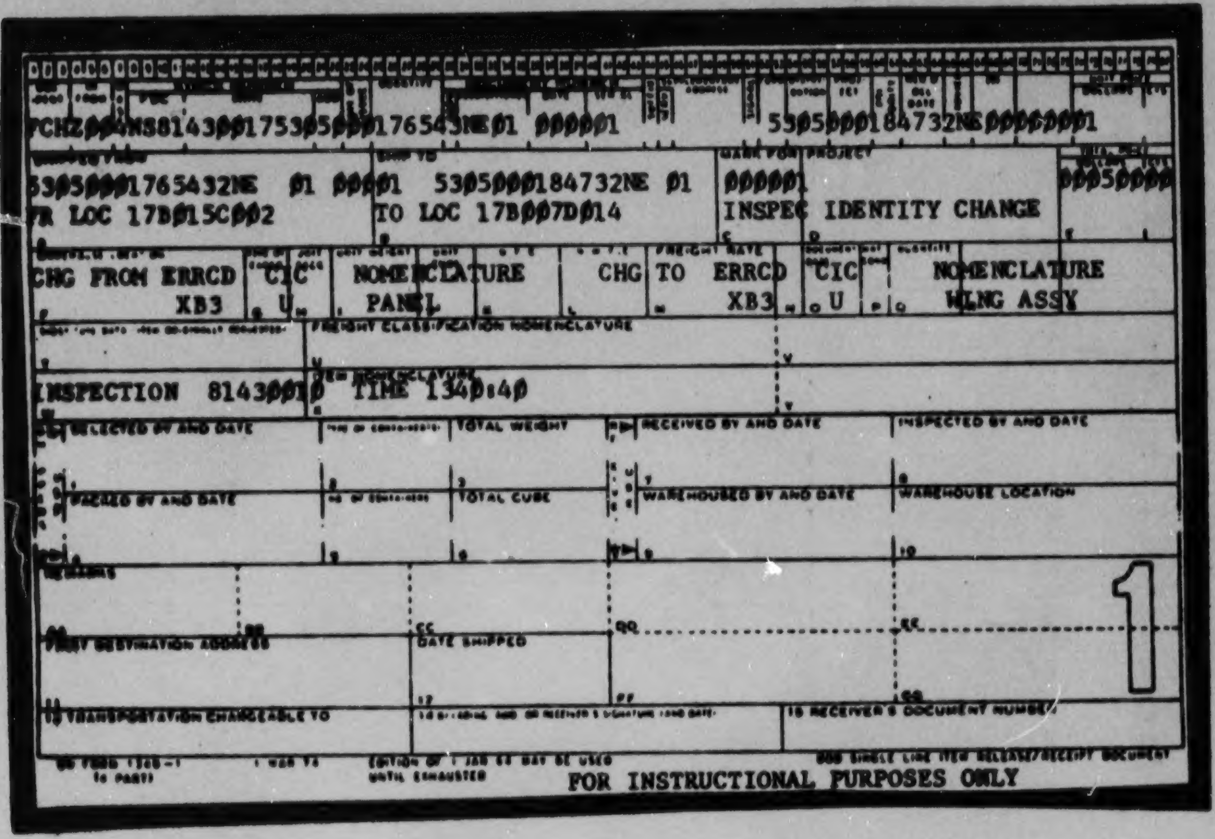
5305 00010 0954 01 BX XB3 00001
01B054B001 U 0
SCREW $ 1.05

Now return to page 13 in the Text.

Problem Three: The Storage and Issue Section has just received the output notice shown below from the Inspection Section. Take the following actions:

1. Make the entry required of the Storage and Issue clerk on the notice.

2. Make the entries required of the inspector on the notice.



FCHZ004NS814300175305000176543NE01 000001 5305000184732NE0000001

5305000176543 2NE 01 00001 SHIP TO 5305000184732NE 01 MARK FOR 000001 PROJECT 0005000

FR LOC 17B015C002 TO LOC 17B007D014 INSPEC IDENTITY CHANGE

CHG FROM ERRCD XB3 "CIC" U NOMENCLATURE PANEL CHG TO ERRCD XB3 "CIC" U NOMENCLATURE WING ASSY

FREIGHT CLASSIFICATION NOMENCLATURE

INSPECTION 81430010 TIME 1340:40

SELECTED BY AND DATE | TOTAL WEIGHT | RECEIVED BY AND DATE | INSPECTED BY AND DATE

PACKED BY AND DATE | TOTAL CUBE | WAREHOUSED BY AND DATE | WAREHOUSE LOCATION

REMARKS

DATE SHIPPED

TRANSPORTATION CHARGEABLE TO | RECEIVER'S DOCUMENT NUMBER

1

FOR INSTRUCTIONAL PURPOSES ONLY

Now return to page 17 in the text.

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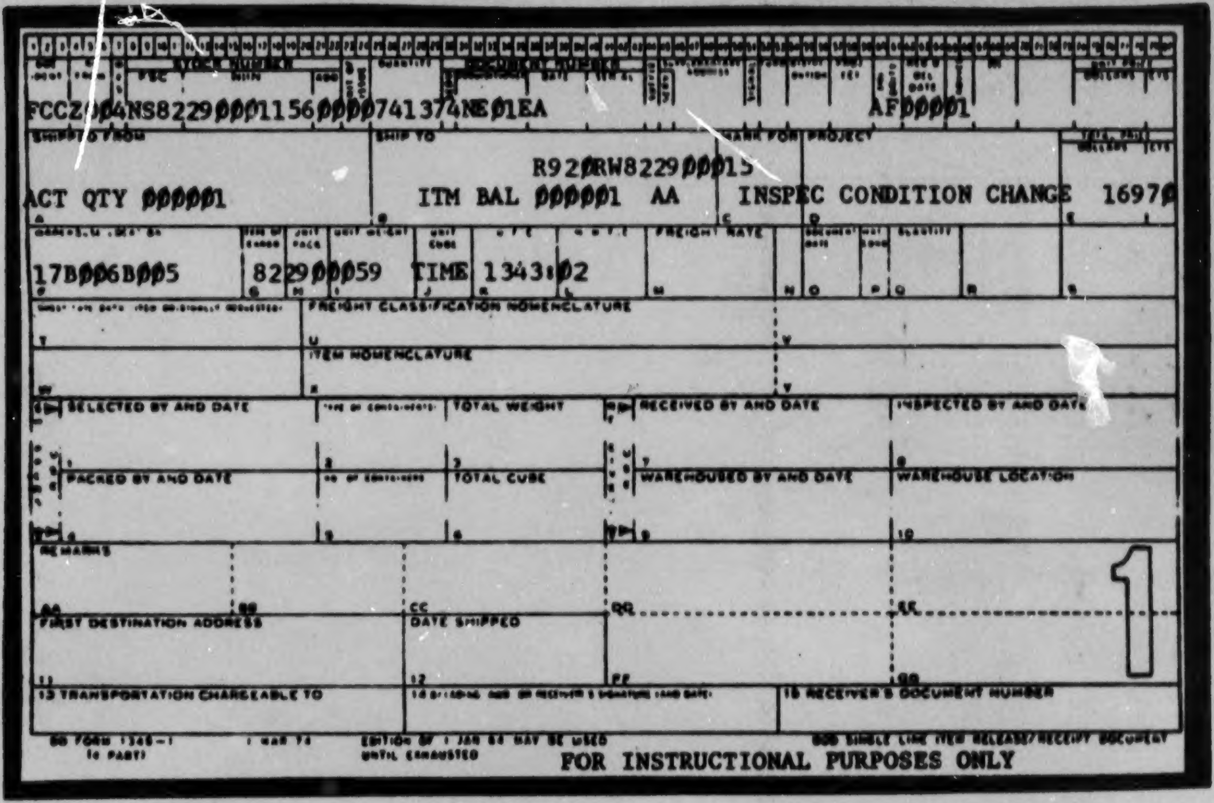
Problem Four: The Storage and Issue Section has received the following condition change output notice from the Inspection Section. Take these actions with it:

1. Assign the item to warehouse location 17C014D002 and enter this on the notice.

2. Use a blank AF Form 1991 to prepare an FCS input to load the new location (use the format on page 20 in the text).

3. Make the entry required of the Storage and Issue clerk on the output notice.

4. Make the entries required of the inspector on the notice.



FCCZ004NS822900011560000741374NE01EA AF00001

SHIPPED FROM

ACT QTY 000001

SHIP TO

R920RW82290015

ITM BAL 000001 AA

MARK FOR

PROJECT

INSPEC CONDITION CHANGE 16970

17B006B005 82 2900059 TIME 1343:02

FREIGHT RATE

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE

SELECTED BY AND DATE

TOTAL WEIGHT

RECEIVED BY AND DATE

INSPECTED BY AND DATE

PACKED BY AND DATE

TOTAL CUBE

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS

FIRST DESTINATION ADDRESS

DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

1

DD FORM 1348-1 (6 PART) 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

Problem Five: Complete the chart on the following page by entering the correct information in each of the blank boxes. You'll find this chart to be a very helpful study tool for this lesson.

Remember, you should check your work on all of these workbook exercises against the key at the instructor station.

STOCK CHANGE DOCUMENTS

INPUT — AF Form 1991
(2 copies)

OUTPUT DOCUMENT — DD Form 1348-1
DAILY DOCUMENT REGISTER
UNSERVICEABLE DIFM LIST

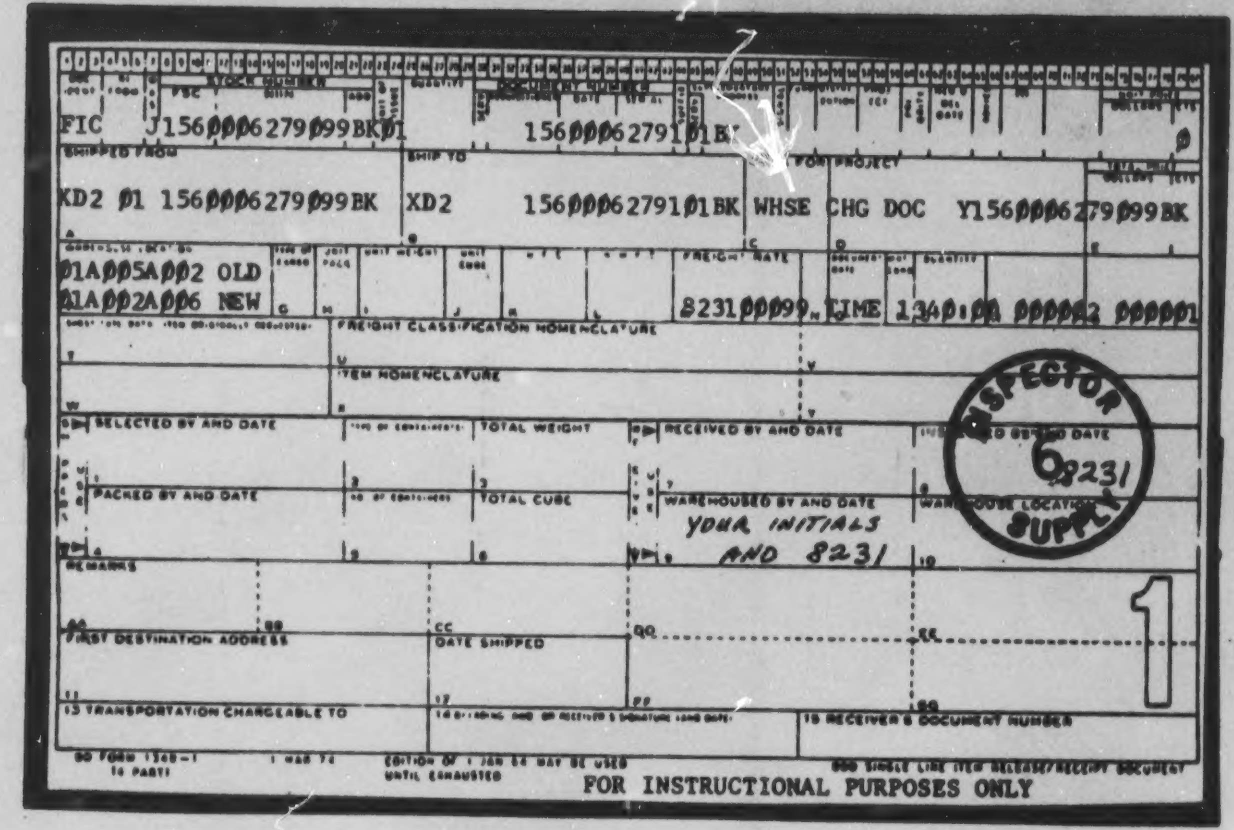
TRIC	TYPE	RESULT OF	Initiated BY	CHANGES TO BE MADE				ENTRIES ON DD FORM 1348-1		
				Property Location	Bin Label	Tag or Label.	Stock No. Directory	Inspectors Stamp	Initial Jul. Date	Signature
	INDICATIVE DATA CHANGE	FEDERAL SUPPLY CATALOG CHANGE	FILE MAINT (FM) or SNUD							
	UNIT OF ISSUE/ UNIT PRICE CHANGE	FEDERAL SUPPLY CATALOG CHANGE	FILE MAINT (FM) or SNUD							
	IDENTITY CHANGE	MISIDENTITY OF PROPERTY IN STORAGE	INSPEC SECTION (NS)							
	CONDITION CHANGE	UNSERV PROPERTY FOUND IN STORAGE	INSPEC SECTION (NS)							

STOCK CHANGE DOCUMENTS

Block III, Lesson 5

Key to Workbook Problems

Problem One:



FIC J156000627909 9BK01 1560006279101BK 0

SHIPPED FROM XD2 01 156000627909 9BK

SHIP TO XD2 1560006279101BK

WHSE

FOR PROJECT CHG DOC Y156000627909 9BK

01A005A002 OLD

01A002A006 NEW

823100099 TIME 1340:00 000002 000001

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE

SELECTED BY AND DATE

TOTAL WEIGHT

RECEIVED BY AND DATE

PACKED BY AND DATE

TOTAL CUBE

WAREHOUSED BY AND DATE YOUR INITIALS AND 8231

INSPECTOR 6 8231 SUPPLY

REMARKS

FIRST DESTINATION ADDRESS

DATE SHIPPED

1

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1 (6 PART) 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

002-03-05-01KEY

```
29 JAN 70  LOWRY AFB           TYPE ACCT   B      STOCK NUMBER DIRECTORY        (M14/814-80)            1968 DATE 0029   PAGE     5
                                       C                                 IISG UNIT          WAREHOUSE          MOBP  RF    T  R S D          EIRS SBF
  STOCK NUMBER         SD UI RI API           NOMENCLATURE          MMFC  L   MR    PRICE ERC      LOCATION   ERJKISPRTC L  C C C DEMANDKXXXX FMZDOLT
1560 00607 5606BK01 EA FPZ  UDOOR ASSY, MISSILE B                     3000.00XD201A 002E 005   3                     B        0      0  5028
1560 00607 5608BK01 EA FPZ  UDOOR ASSY, MISSILE B                     4127.00XD201A 002B 005   3                     B        0      0  4121
Problem One
1560 00624 9119BK01 EA FPZ  URADOME ASSY, EQUIPMENT                   8273.00XD201A 001D 005   3                     B        2      0  4123
#1 — [illegible] UTIP ASSY, LOWER PANE                                2381.00XD201A [illegible]  3                   B        0      0  [illegible]
1560 00627 9101BK01 EA FPZ  UTIP ASSY, UPPER PANE                     3074.00XD201A 002A 006   3                     B        1      0  4169
1560 00633 6908BK01 EA FPZ  USHROUD ASSY, ENGINE                     15374.00XD201A 002D 006   1                     B       10      0  5023
1560 00633 6910BI0  EA FPZ  UPANEL ASSY, FORWARD                       400.00XD201A 002E 006   2                     B        5      0  4123
1560 00708 3927BK01 EA FPZ  UDOOR, MISSILE BAY                        6746.00XD2               1                     B        2      0  5010
1560 00708 3928BK01 EA FPZ  UDOOR, MISSILE BAY                        4435.00XD201A 002J 005   1                     B        2      0  5014

                                TOTAL FSC  1560          09

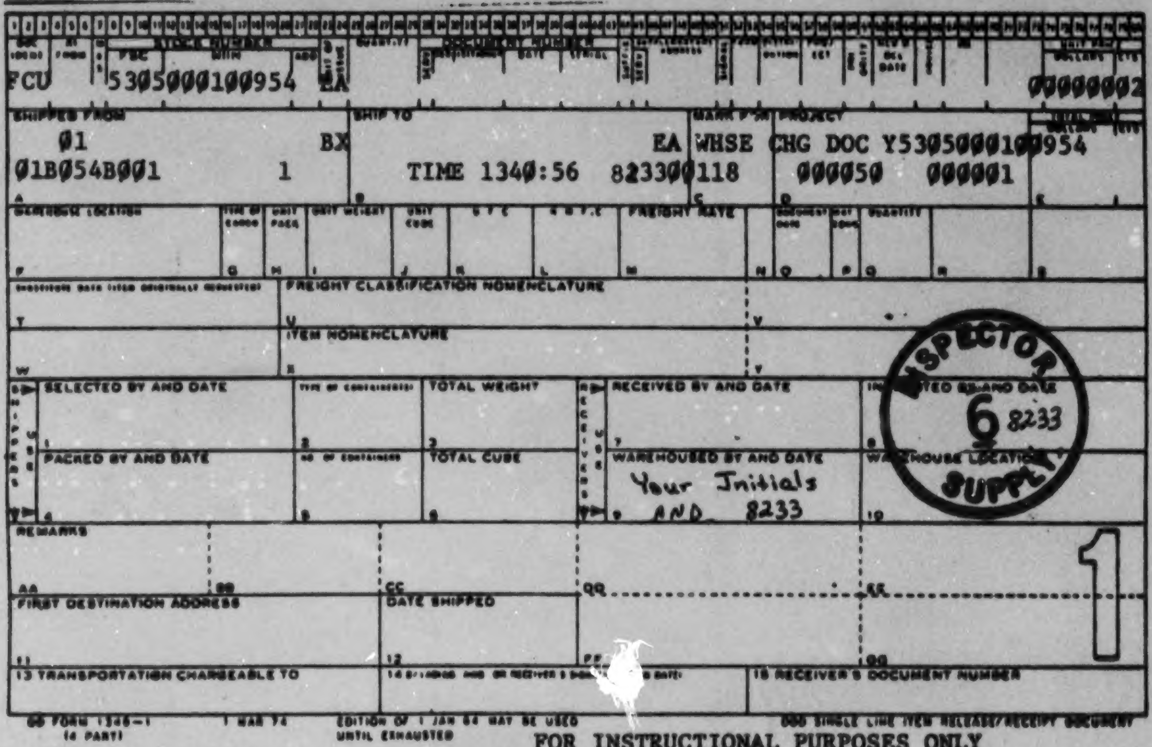
-2-
Problem Two
5305 00010 0159   01 BX GPO  USCREW                                      2.10XB301B 054D 001   3 6                   B        4      0  4314
                     EA                                                .02
#2 — 5305 00010 0954   01 BX GPO  USCREW                                 4.06XB301B 054B 001   3 L                   B        1      0  4315
5305 00010 0963   01 BX GPO  USCREW                                       .90XB301B 054A 001   3 L                   B        1      0  4124
5305 00010 1899   01 BX GPO  USCREW                                       .24XB301B 054E 001   3 M                   B        2      0  4215
5305 00010 1910   01 BX GPO  USCREW                                       .30XB3                   3 M                   B        2      0  4219
5305 00010 1918   01 BX GPO  USCREW                                       .23XB301B 054G 001   3 M                   B        2      0  5009
5305 00012 1418   01 BX GPO  UBOLT                                        .81XF203B 042A 008   3 M                   B        1      0  5028
5305 00012 3201   01 BX GPO  USCREW                                       .26XB303B 044A 019   3 M                   B        1      0  4125
5305 00012 3204   01 BX FGP  UBOLT                                        .67XF203D 021C 014   3 M                   B        1      0  4215
5305 00013 1213   01 BX GPO  UNUT                                         .52XF203B 012A 011   3 M                   B        2      0  4116
5305 00013 4207   01 BX GPO  UNUT                                         .29XF2                   3 M                   B        1      0  4129

                                TOTAL FSC  5305          11
```

314

315

Problem Two:



FCU 5305000100954 EA 00000002

SHIPPED FROM
01 BX
01B054B001 1

SHIP TO
EA
TIME 1340:56 823300118

MARK FOR
WHSE

PROJECT
CHG DOC Y5305000100954
000050 000001

FREIGHT RATE

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE

SELECTED BY AND DATE

TOTAL WEIGHT

PACKED BY AND DATE

TOTAL CUBE

RECEIVED BY AND DATE

WAREHOUSED BY AND DATE
Your Initials AND 8233

INSPECTED BY AND DATE
INSPECTOR 6 SUPPLY 8233

WAREHOUSE LOCATION

REMARKS

1

FIRST DESTINATION ADDRESS

DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1 (4 PART) 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

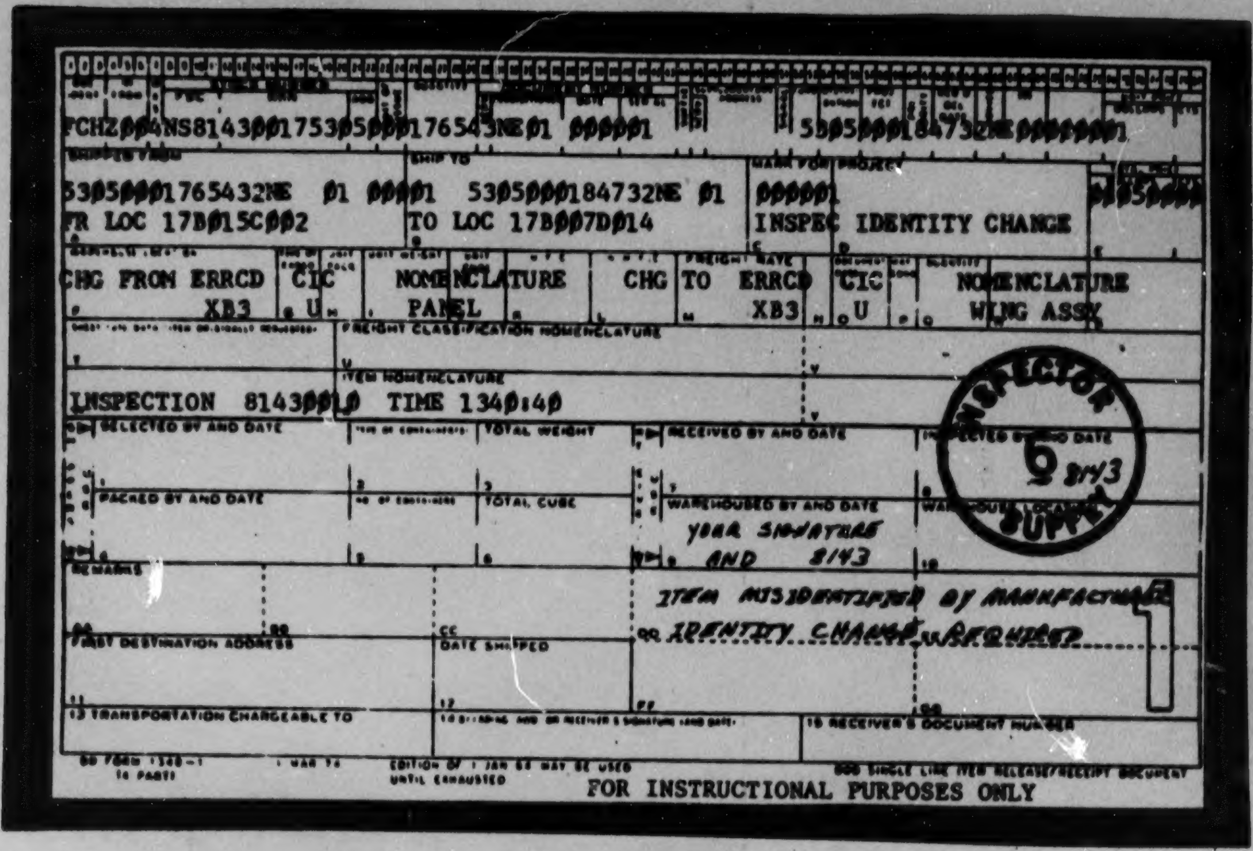
5305 00010 0954 01 EA ~~BX~~ XB3 00001

01B054B001 U 0

SCREW $ .02 ~~$1.05~~

316

Problem Three:



FCHZ004NS814300175305000176543NE01 000001 5305000184732NE0000001

SHIP FROM
5305000176543 2NE 01 00001
FR LOC 17B015C002

SHIP TO
5305000184732NE 01
TO LOC 17B007D014

MARK FOR
000001
INSPEC

PROJECT
IDENTITY CHANGE

CHG FROM ERRCD XB3 CIC U NOMENCLATURE PANEL CHG TO ERRCD XB3 CIC U NOMENCLATURE WING ASSY

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE
INSPECTION 8143001 0 TIME 1340:40

SELECTED BY AND DATE
TOTAL WEIGHT
RECEIVED BY AND DATE
INSPECTED BY AND DATE
INSPECTOR 6 8/43 SUPP
PACKED BY AND DATE
TOTAL CUBE
WAREHOUSED BY AND DATE
YOUR SIGNATURE AND 8/43
WAREHOUSE LOCATION

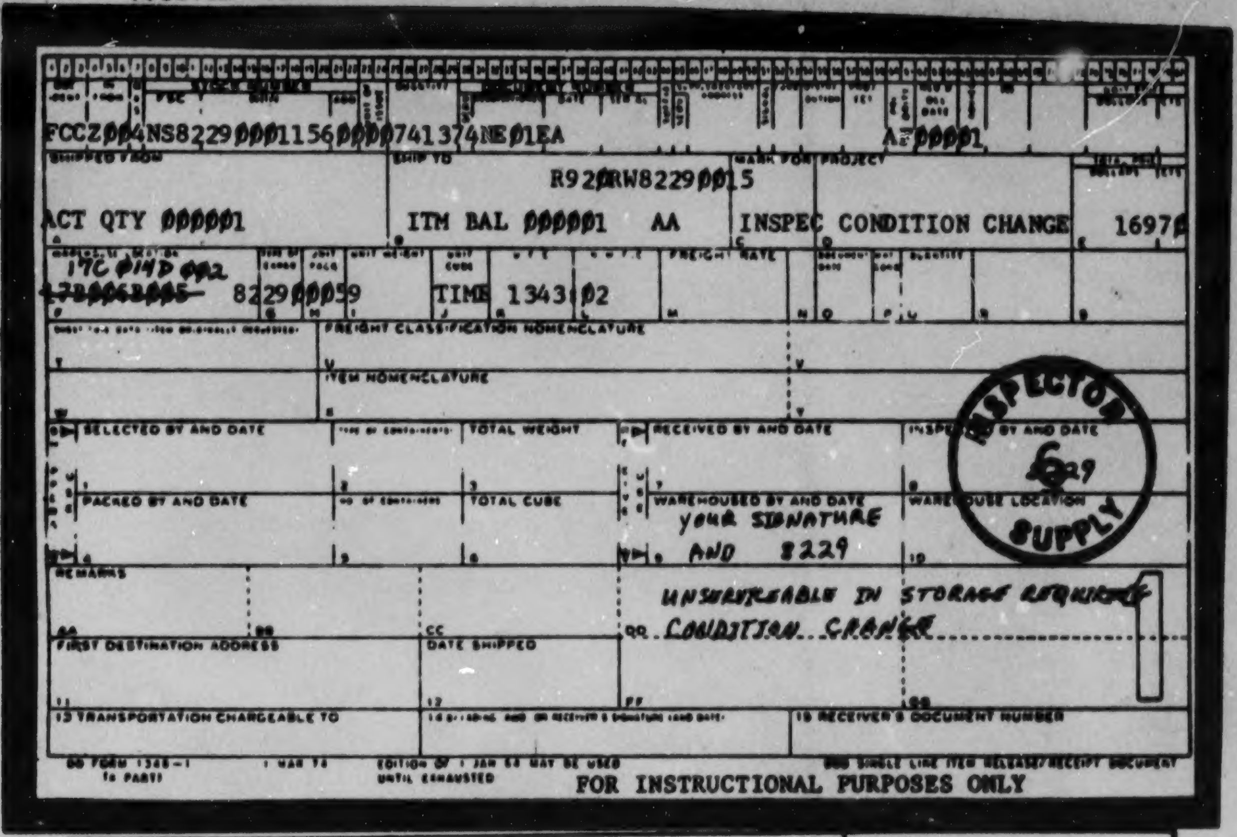
REMARKS
ITEM MISIDENTIFIED BY MANUFACTURER
IDENTITY CHANGE REQUIRED

FIRST DESTINATION ADDRESS
DATE SHIPPED
13 TRANSPORTATION CHARGEABLE TO
15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1 (6 PARTS) 1 MAR 76 EDITION OF 1 JAN 65 MAY BE USED UNTIL EXHAUSTED DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

Problem Four:



FCCZ004NS82290001156000074137 4NE01EA A 00001

SHIPPED FROM

SHIP TO R920RW82290015

MARK FOR

PROJECT

ACT QTY 000001

ITM BAL 000001 AA

INSPEC CONDITION CHANGE

16970

17C 014D 002 ~~17B0062005~~ 82290059 TIME 1343 02

FREIGHT RATE

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE

SELECTED BY AND DATE

TOTAL WEIGHT

RECEIVED BY AND DATE

INSPECTED BY AND DATE

INSPECTOR 6229 SUPPLY

PACKED BY AND DATE

TOTAL CUBE

WAREHOUSED BY AND DATE

YOUR SIGNATURE AND 8229

WAREHOUSE LOCATION

REMARKS

UNSERVICEABLE IN STORAGE REQUIRES CONDITION CHANGE

FIRST DESTINATION ADDRESS

DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1 (6 PARTS) 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

GENERAL PURPOSE CREATION

TO: ☐ KEYPUNCH ☐ REMOTE

FROM:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
F	C	S					1	5	6	0	0	0	0	7	4	1	3	7	4

REMARKS

21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
N	E								W	1	7	C	0	1	4	D	0	0	2
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
														0	1	R	9	2	0
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
R	W	8	2	2	9	0	0	1	5										

AF FORM 1991 FEB 71 PREVIOUS EDITION WILL BE USED FOR INSTRUCTIONAL PURPOSES ONLY

STOCK CHANGE DOCUMENTS

INPUT -- AF Form 1991
(2 copies)

OUTPUT DOCUMENT -- DD Form 1348-1
DAILY DOCUMENT REGISTER
UNSERVICEABLE DIFM LIST

TRIC	TYPE	RESULT OF	Initiated BY	CHANGES TO BE MADE				ENTRIES ON DD FORM 1348-1		
				Property Location	Bin Label	Tag or Label	Stock No. Directory	Inspectors Stamp	Initial Jul. Date	Signature
FIC	INDICATIVE DATA CHANGE	FEDERAL SUPPLY CATALOG CHANGE	FILE MAINT (FM) or SNUD	Yes	Yes	Yes	Yes	Block 8	Block 9	
FCU	UNIT OF ISSUE/ UNIT PRICE CHANGE	FEDERAL SUPPLY CATALOG CHANGE	FILE MAINT (FM) or SNUD	No	Yes	Yes	Yes	Block 8	Block 9	
FCH	IDENTITY CHANGE	MISIDENTITY OF PROPERTY IN STORAGE	INSPEC SECTION (NS)	Yes	Yes	Yes	No	Block 8 Blocks DOVEE		Block 9
FCC	CONDITION CHANGE	UNSERV PROPERTY FOUND IN STORAGE	INSPEC SECTION (NS)	Yes	No	Yes	No	Block 8 Blocks DOVEE		Block 9

3/8

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ILLUSTRATED PROGRAMMED TEXT

002-03-06-02

Technical Training

Materiel Facilities Specialist

Materiel Handling

August 1978

LOWRY TECHNICAL TRAINING CENTER
3440th Technical Training Group
Lowry Air Force Base, Colorado

Study Guides (SGs), Workbooks (WBs), Study Guide and Workbook (SW), Programmed Texts (PTs), and Handouts (HOs) are authorized by ATC for student use in ATC Courses. They are designed to guide you through your study assignments in the most logical sequence for easy understanding. Answer self-evaluation questions and complete each problem or work assignment in the sequence given, and it will aid you in understanding and retaining key points covered in material you have studied.

Supply Training Branch
Lowry Air Force Base, Colorado

IPT G3ABR64531 000
August 1978

MATERIEL HANDLING

SCOPE

This lesson is designed to provide you with information about the basic principles and type of equipment used in materiel handling operations. Since materiel handling consumes a major part of the supply operating budget each year, it is important not only for you to remember the principles of materiel handling but also to apply them throughout your duty as a Materiel Facilities Specialist. Because of the continuing demand to reduce operating costs within the Air Force, this lesson will explain ways to improve efficiency of materiel handling while eliminating unnecessary cost. For simplification, this lesson is divided into two parts. First we will examine the basic principles of materiel handling, and then we'll take a look at the various types of materiel handling equipment.

OBJECTIVE

(1) Identify the basic principles and types of equipment used in materiel handling operations.

DIRECTIONS

To complete this lesson you will need AIS answer sheet #3 and a piece of scratch paper.

Supersedes IPT 002-03-06-02 dated October 1976.

Let's start out by defining materiel handling. Materiel handling is the movement of equipment and supplies from one place of operation to another without affecting its value. For example, if you were assigned to the Storage and Issue Section and you received an issue document, you would remove the property from storage and take it to the pickup point so that the item could be delivered. This situation involves materiel handling because, as a warehouseman, you have moved the property from storage to the point of delivery. Although materiel handling practices vary, the basic principles remain unchanged.

Principles of materiel handling must be kept in mind before you can effectively operate, select, and apply appropriate materiel handling equipment (MHE) on your job. There are six basic principles of materiel handling. Below is a list of basic principles you should remember and apply to any materiel handling operation.

1. Effective planning.
2. Least handling is the best handling.
3. The number of pieces to be moved determines the method of handling.
4. The rated capacity of equipment must never be exceeded.
5. Straight line flow.
6. Short, irregular moves lend themselves to manual handling.

To help you gain a better understanding of each principle we will discuss them separately.

The first principle is "planning." The most essential phase of any program is planning. Before an individual can take action to complete a job, it is important that he or she plan a course of action that will produce satisfactory results. If you do not take the time to plan a course of action your chances of being successful are greatly reduced. So before you tackle a job, plan your course of action first and then carry it through.

The second principle is "least handling is the best handling." The greatest economy in moving materials is achieved in not moving them at all. Although this is not practical, an attempt must be made to keep handling to a minimum. A common violation of this principle is the practice of rearranging warehouse stocks just for the sake of keeping everyone busy. The cost of this type of practice is staggering and should be avoided unless absolutely necessary.

The first question to be answered before selecting the method for moving material is: How many pieces are to be moved? This question is based on the third principle, "the number of pieces to be moved determines the method of handling." For example, wouldn't it be more practical to transport twenty cases of coke on a four-wheel hand cart than to manually carry one case at a time?

The next principle states that "the rated capacity of equipment must never be exceeded." Each piece of equipment used for materiel handling should be marked to identify its lifting capacity. Overloading causes excessive wear of equipment in addition to creating accident potential. As a future materiel handling equipment operator, you should refuse to move any load that exceeds the rated capacity of the equipment you are operating.

The last principle is, "short, irregular moves lend themselves to manual handling." Let's take the example about the twenty cases of coke a step further. If you were to move those cases from one side of a grocery aisle to the other, wouldn't it be more logical to complete this task by hand rather than with the aid of any materiel handling equipment. When moves are short, irregular and individual lifting capacities are not exceeded, it may be more economical to use manpower. If you stop and think about these principles for a moment they really do make sense and are easy to remember. Regardless of where you work in Base Supply, you will be expected to know and apply these principles when involved in materiel handling operations.

Before we discuss the various types of materiel handling equipment, answer the following questions on a sheet of scratch paper. After answering these questions be sure to check your work against the instructor's answer key.

Q1. When applying the principle, "the number of pieces to be moved determines the method of handling," what question is answered first?

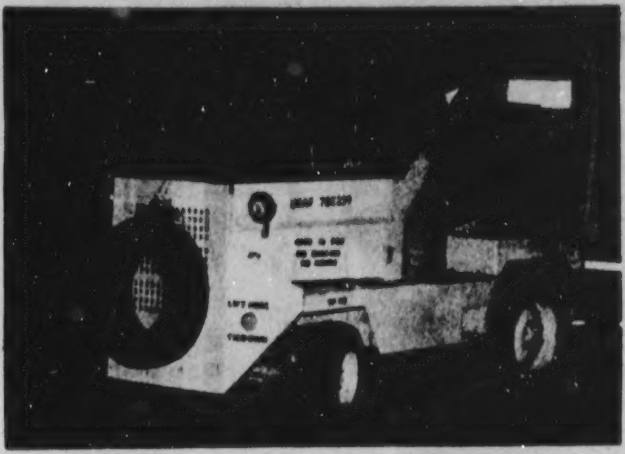
Q2. Which principle emphasizes the fact that handling operations can be reduced by following the most direct route from one point to another?

Q3. If you attempt to lift 5,000 pounds of supplies with a forklift, that has a capacity of 4,000 pounds, which principle would you be violating?

Now it's time to consider the common pieces of materiel handling equipment used by the Air Force. Materiel handling equipment (MHE) falls into two basic categories: powered and non-powered.

Powered materiels handling equipment is driven by either a gasoline or an electric motor. This equipment may be operated in closed or open storage areas. The two most commonly used powered materiels handling equipment are the warehouse tractor and forklift.

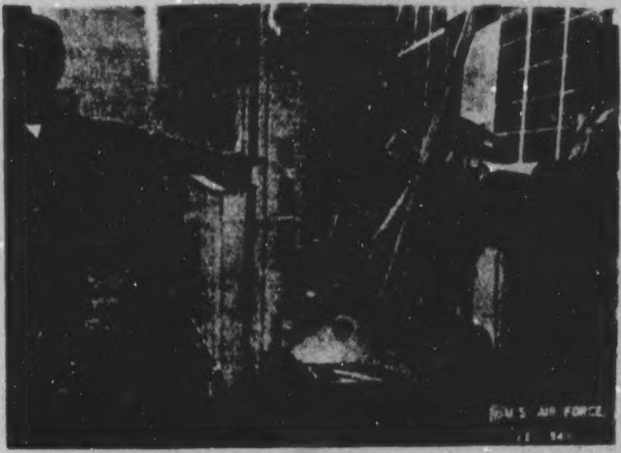
Warehouse Tractor



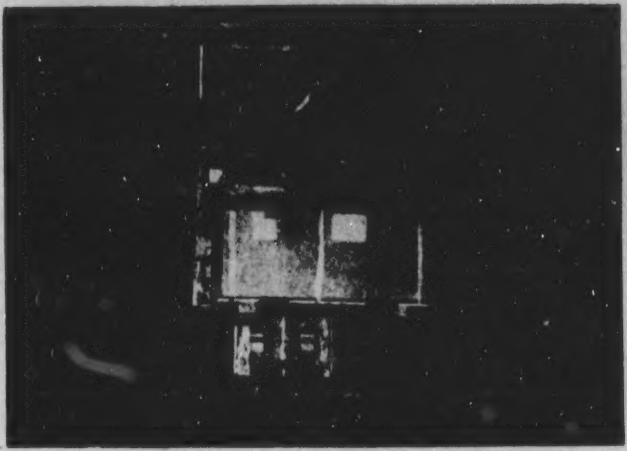
Forklift

The forklift is used to pick up and carry supplies a distance of a few feet or even across the base. The load is carried in front of the forklift on two forks which are raised and lowered vertically by a hydraulic lift mechanism. The types and models used have a carrying capacity ranging from 2,000 to 15,000 pounds and lifting heights of from 100 to 210 inches.

There are some particular points to remember about operating forklifts.



(1) Each forklift has a capacity, or limit, in the number of pounds it can lift safely. This capacity should never be exceeded. In this illustration, the sergeant points out that the rated capacity of the pictured forklift is 4,000 pounds. This means that if you lifted more than 4,000 lbs. with this forklift, the hydraulic lifting motor may be damaged or the forklift may tip over.



(2) In going up a ramp, a loaded forklift should be driven forward, while going down a ramp it should be driven in reverse. Thus, the load is kept on the higher end of the forklift which allows the load to lean safely against the forklift. This illustration shows the proper position of a forklift when proceeding up or down a ramp.

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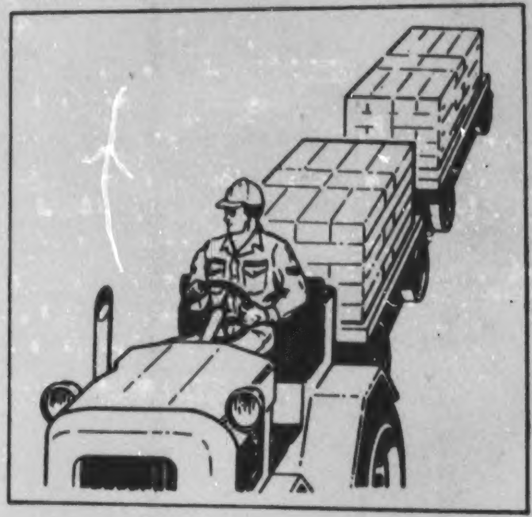
(3) The forks of a traveling forklift, whether carrying a load or not, should be raised just high enough to avoid any obstructions on the warehouse floor. A four inch clearance is considered sufficient.

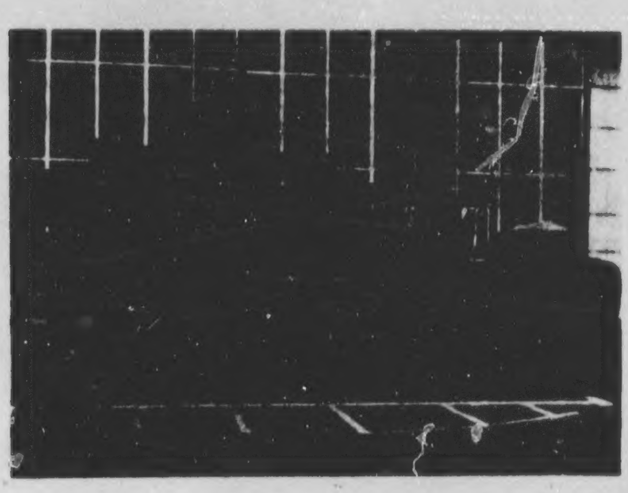
(4) Before a forklift is left unattended, the engine must be turned off, the brake must be set, and the forks must be resting on the floor.

The warehouse tractor is used with a warehouse trailer to form the "tractor-trailer train." This illustration shows an example of a tractor-trailer train.



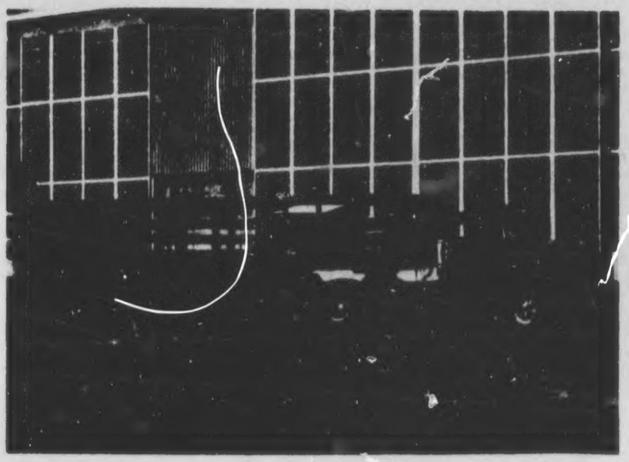
The trailers used as part of the tractor-trailer train are load-carrying platforms mounted on casters or wheels. The picture to your right represents the most commonly used type of trailer.

Besides a pickup truck, the two most widely used trucks are shown in the next two illustrations below.



The illustration to your left is a one and one-half (1½) ton flatbed while

the figure to your right is a forty (40) foot flatbed.



These trucks are used only when the volume and size of the material makes it necessary.

The next category of equipment is the most commonly used non-powered types. Below is a list of the various types of non-powered MHE (materiels handling equipment) that we will examine.

(1) Pallet

(2) Stockpicker

(3) Pry bar

(4) Two-wheeled hand truck

(5) Four-wheeled hand truck

(6) Pallet jack hand truck

(7) Roller conveyor

A pallet is a portable platform which can hold different kinds of materials and packages. The chief advantages of pallets are as follows:

A. Large units of supplies may be handled at one time, reducing handling time considerably.

B. Manual handling is reduced, supplies are less subject to damage, and safety is increased.

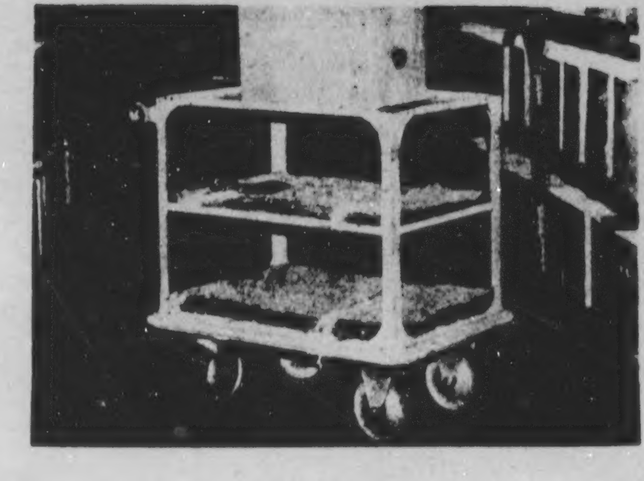
C. Loading and unloading tractor-trailer trains is easier and quicker, thus saving manpower.

D. And in storage, pallets prevent supplies from being placed directly on the floor or ground.

The standard dimension of a pallet is 40" X 48" (inches) and is usually made of wood. Most pallets are flat but some have sides and tops for special moving and storage.

The illustration to your left is an example of the standard flat pallet.

Next is the stockpicker truck. It is used between storage units for light-weight items. This is illustrated in the picture to your right. This piece of equipment is especially useful when selecting a large amount of small lots.



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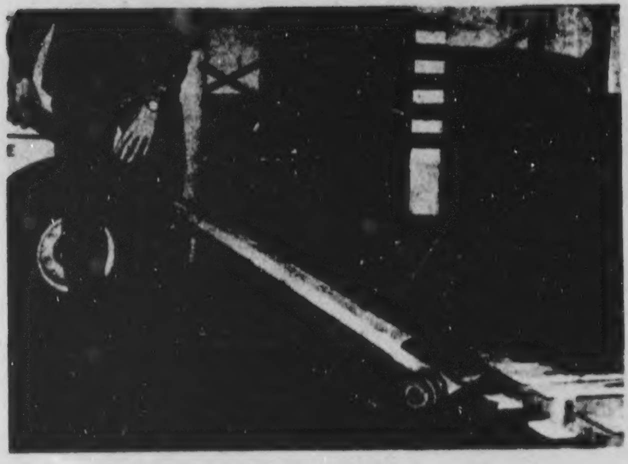
The pry bar is used to line up pallets or crates and sometimes move them short distances. The typical pry bar used in materiel handling operations is shown below.



To your immediate left is shown how the pry bar is used. Notice how the wheeled end is inserted under the pallet. Once the pry bar is in position, force must be applied from the handle. It is important to remember when applying pressure on the handle to use both hands.

The next category of non-powered equipment is known as "hand trucks." There are three kinds of hand trucks: 2-wheeled, 4-wheeled, and pallet jacks. Remember, all hand trucks are PUSHED, NOT PULLED!

You've probably seen 2-wheeled hand trucks before. The picture on your right is a typical 2-wheeled hand truck. This hand truck is probably the most common one in operation today. The blade extends at an angle from the bottom of the platform to maintain the load. The platform may consist of flat crossbars, which are used to handle boxes or crates, or it may consist of curved crossbars, which are for barrels or drums.

The four-wheeled hand truck is used to carry bin stocks and various loads in operations which involve short and frequent stops. This truck may be equipped with solid rubber tires or steel wheels. The solid rubber tire type has a capacity of 2,500 lbs. (pounds) whereas the steel wheel type has a capacity of 6,000 lbs. (pounds). Look to your left for an illustration of a 4-wheeled hand truck that is equipped with solid rubber tires.

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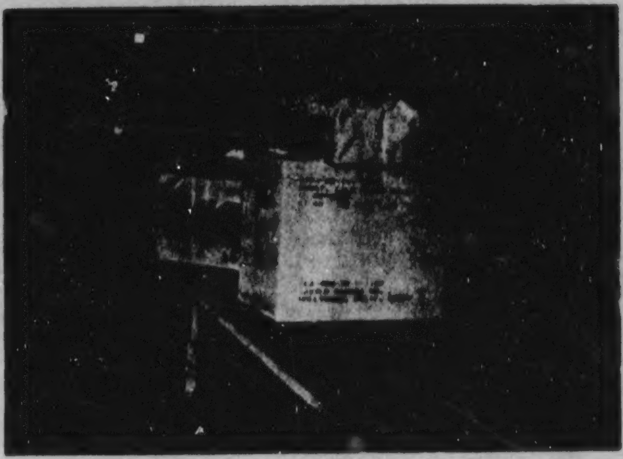
The pallet jack works like the hand-operated hydraulic jacks at your neighborhood garage. It's equipped with two forks (like those of a forklift) which can be raised up to four (4) inches for moving pallets short distances. The typical pallet jack is shown in the picture to the left. Pallet jacks are used for moving pallets but not stacking them.

The illustration below shows how the pallet jack and pallet are used together to form an unbeatable combination for saving time. Notice how the forks of the pallet jack are inserted into the pallet.

The illustration shows a roller conveyor. Most conveyors are operated by either gravity or they are belt-driven as shown below. The roller conveyor is used to move supplies through the Receiving Section in a fixed line of travel. Conveyors are primarily used in the Receiving Section. The conveyor is portable and can come in straight or curved sections. The conveyor is recognized as a cost-saving, energy-saving, and profit-making mechanism.



Now let's find out what you remember about the types of MHE we have just covered. Answer the following questions on a sheet of scratch paper.

Q4. What are the two basic categories of MHE?

Q5. On which end of the forklift should the load be when traveling up a ramp?

Q6. Is a pallet jack considered powered or non-powered equipment?

Q7. Which piece of MHE is used when selecting light-weight items from storage units?

Q8. What are the three types of hand trucks?

Be sure to check your answers with the instructor's answer key.

Next you will be given some typical materiel handling situations. Select the best MHE to complete each task.

SITUATION "A"

Three 50 lb. (pound) generators on a pallet need to be placed in storage. Upon checking the location you discover that the pallet must be stacked on bin level "E." What's your decision? Write your solution to this situation on a sheet of scratch paper.

SITUATION "B"

While surveying your storage area you notice that a pallet loaded with equipment is slightly out-of-line with the boundary line. Which piece of MHE would you select to realine the pallet? Use your scratch paper to answer this situation.

Check your answers in the answer key at the instructor station.

The selection and operation of MHE is mostly a matter of common sense. The main rule is to BE CAREFUL. Observing safety regulations will help you spend a prosperous and accident-free Air Force Career.

Review any portion of this lesson you feel necessary, and then ask your instructor for the lesson appraisal.

PROGRAMMED TEXT 334

002-03-07-01

Technical Training

Materiel Facilities Specialist

INVENTORY PROCEDURES

August 1978

LOWRY TECHNICAL TRAINING CENTER
3440th Technical Training Group
Lowry Air Force Base, Colorado

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ATC FORM 214 (JAN 76) OBSOLETES ATC FORMS 214, MAY 69, 522, NOV 63 AND 523, MAY 71. STANDARD COVERSHEET

Supply Training Branch
Lowry Air Force Base, Colorado

PT G3ABR64531 000
August 1978

INVENTORY PROCEDURES

SCOPE

As a Materiel Facilities Specialist, one of your primary responsibilities is the care of property stored in the Base Supply warehouse. You have learned many of the principles of storage operations and how the stock locator system works. But, of course, mistakes do happen in Base Supply. So, in this lesson, you will learn how inventory procedures correct errors that may have occurred in property processing and storage operations.

The Inventory Section of the Supply Systems Branch is responsible for insuring that Base Supply computer records always reflect accurate accountability of property. Chances are slight that you, a 64531, will be assigned to this section, but the full and complete support of the Materiel Storage and Distribution Branch is necessary for accurate inventories. Your duty is to understand the purposes of inventories as well as the functions you may perform in the various processes.

OBJECTIVES

1. Given the appropriate FCS cards, bin labels and property tags, validate warehouse locations.

2. Identify tasks performed by Storage and Issue personnel in preparing a warehouse for inventory and assisting in the conduct of inventories.

3. Given an emergency issue document, record the necessary entries on a recap sheet.

DIRECTIONS

To complete this lesson you will need this text, a workbook, several blank AF Forms 1991, and a sheet of scratch paper. You will find embedded questions throughout the text. Answer them on the sheet of scratch paper. A key to the correct answers is available at the instructor station.

Supersedes PT 002-03-07-01 dated March 1978.

You are probably already familiar with the term "inventory." You know that once a year all department stores close for at least half a day in order to conduct an inventory. During this time they will count how many items they actually have on hand, and then compare these counts against their records of what quantities they should have on hand. This process not only tells them exactly what is in stock, but also, how accurate their records are.

A Base Supply inventory performs precisely the same functions. It will indicate what items are in the warehouse (or other locations throughout the base), and in what quantities, and then check these figures against the item records in the UNIVAC 1050-II. However, the inventory of Air Force assets is a never-ending process. This is necessary for insuring that computer records are in constant agreement with available property.

Some items require more frequent inventories than others because of their classification, location, or requirements. For example, quarterly inventories are performed on supply items which are not located in the Base Supply warehouse. Semiannual inventories are conducted twice a year on classified items (those with a security classification code), and sensitive items (those which may be sold for personal profit). Munitions items must also be inventoried semiannually. Annual inventories are conducted every year on pilferable type items. Additional inventories may be performed as required.

Besides varying in frequency, inventories may also vary in the procedures followed. Four types are used by the Air Force.

1. Complete inventories are performed on all items located within a specific area of the warehouse.

2. Sample inventories are similar to complete inventories except that only some of the items in the designated area are inventoried (a percentage specified by the computer).

3. Special inventories are performed, as required, to correct out-of-balance conditions on single stock numbers.

4. In-use/in-place equipment inventories are performed on all equipment type items on base, by account custodians.

This lesson will discuss the first three methods thoroughly. The equipment inventory is the responsibility of the Account Custodians, and you do not need to be concerned with it as a Materiel Facilities Specialist.

Before continuing with the lesson, write short responses to the following:

Q1. What are the purposes of Base Supply inventories?

Q2. How often must supply items located outside the Base Supply warehouse be inventoried?

Q3. Classified supply type assets in the Base Supply warehouse must be inventoried ________________________.

Q4. Who conducts in-use/in-place equipment inventories?

Q5. What is the main difference between sample and complete inventories?

Now that you have a general idea about the purpose and frequency of Air Force inventories, let's take a look at complete inventory procedures. Remember, a complete inventory counts all of the items in the specified area of the warehouse. It is conducted according to a schedule established at the beginning of each fiscal year (the fiscal year runs from 1 October to 30 September). This schedule identifies the inventory deadline date for each area of the warehouse. The deadline date is the day the count actually begins in each section.

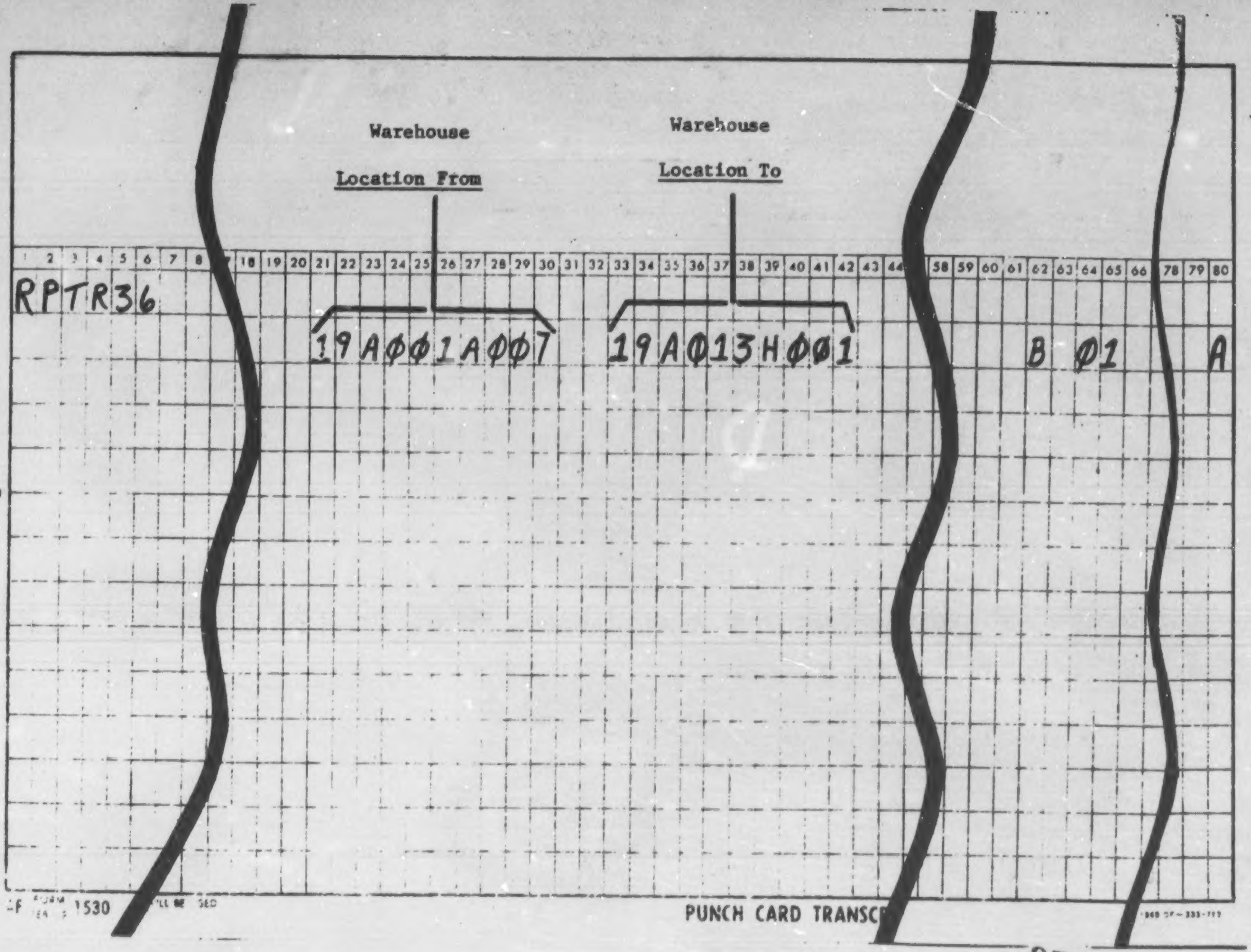
Inventory deadline dates are especially important to the Materiel Storage and Distribution Branch because it is the 64531's responsibility to make sure that the warehouse is ready to be inventoried. For example, you wouldn't want to be in the middle of a rewarehousing project when the area is scheduled for inventory. The schedule is important to you for another reason, too. When the inventory schedule is drawn up for each year, it must be coordinated with the warehouse location validation schedule. This warehouse location validation is performed by Storage and Issue personnel, and it must be conducted prior to any complete or sample inventory. Each warehouse location must be validated at least annually.

The purpose of a warehouse location validation is just what the name suggests: to insure that the warehouse location on each item record matches the actual physical location of the item in the warehouse. In other words, if the item record indicates that NSN 2840007560010 is stored in location 07B013C002, the validation would insure that this item is actually in warehouse 7, stockroom B, bin row 13, level C, bin 2. A second purpose of the validation is to make sure that all item records with a serviceable balance are assigned a warehouse location.

Because warehouse location validation is an important function of the Materiel Storage and Distribution Branch, you should know how it is accomplished.

First, the warehouse validation schedule is arranged (by fiscal year) so that every assigned location is validated at least annually. As mentioned earlier, this schedule must coordinate as closely as possible with the inventory schedule. Before you inventory a section, you want to make sure that all the items are in the right places!

The processing of the warehouse location validation begins with the Storage and Issue Section. When the warehouse location validation schedule identifies warehouse locations that are due validation, the Storage and Issue Section prepares an AF Form 1530, Punch Card Transcript, for the specific warehouse locations to be validated. Naturally, the preparation of the AF Form 1530 is accomplished in accordance with AFM 67-1. An example of this form, prepared to validate locations 19A001A007 through 19A013H001 is shown on the following page.
When the AF Form 1530 has been filled-out, it is sent to the ADPM/PCAM Operations Section of Base Supply for keypunching and input.



Warehouse

Location From

Warehouse

Location To

RPTR36

19A001A007

19A013H001

B 01

A

AF FORM 1530

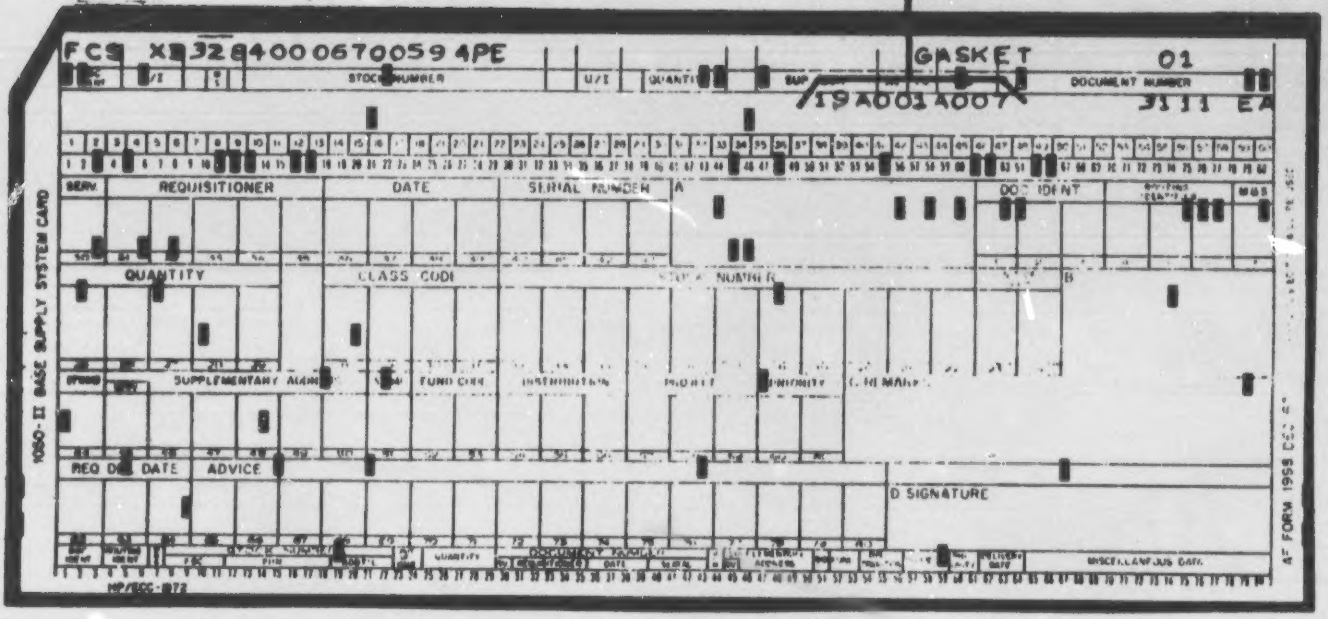
PUNCH CARD TRANSC

AF FORM 1530, PUNCH CARD TRANSCRIPT

The PCAM Unit will use the AF Form 1530 to prepare a computer parameter card. A parameter card is a tool used for instructing the computer to perform a specific processing action. When this parameter card is input to the computer, two different products are produced: a deck of prepunched warehouse location change/validation cards (TRIC FCS) and the Serviceable Balance - No Location/Duplicate Warehouse Location Listing. This listing has two parts -- the Serviceable Balance - No Location Listing, and the Duplicate Warehouse Location Listing. When these products are output, they are all sent to the Storage and Issue Section.

A separate FCS card is produced for each item record assigned to a location included in those specified on the parameter card. A sample FCS card is shown below. As you can see, it is for warehouse location 19A001A007. Pay special attention to the area where the location is printed on the card because this is the entry that concerns you the most.

Warehouse Location



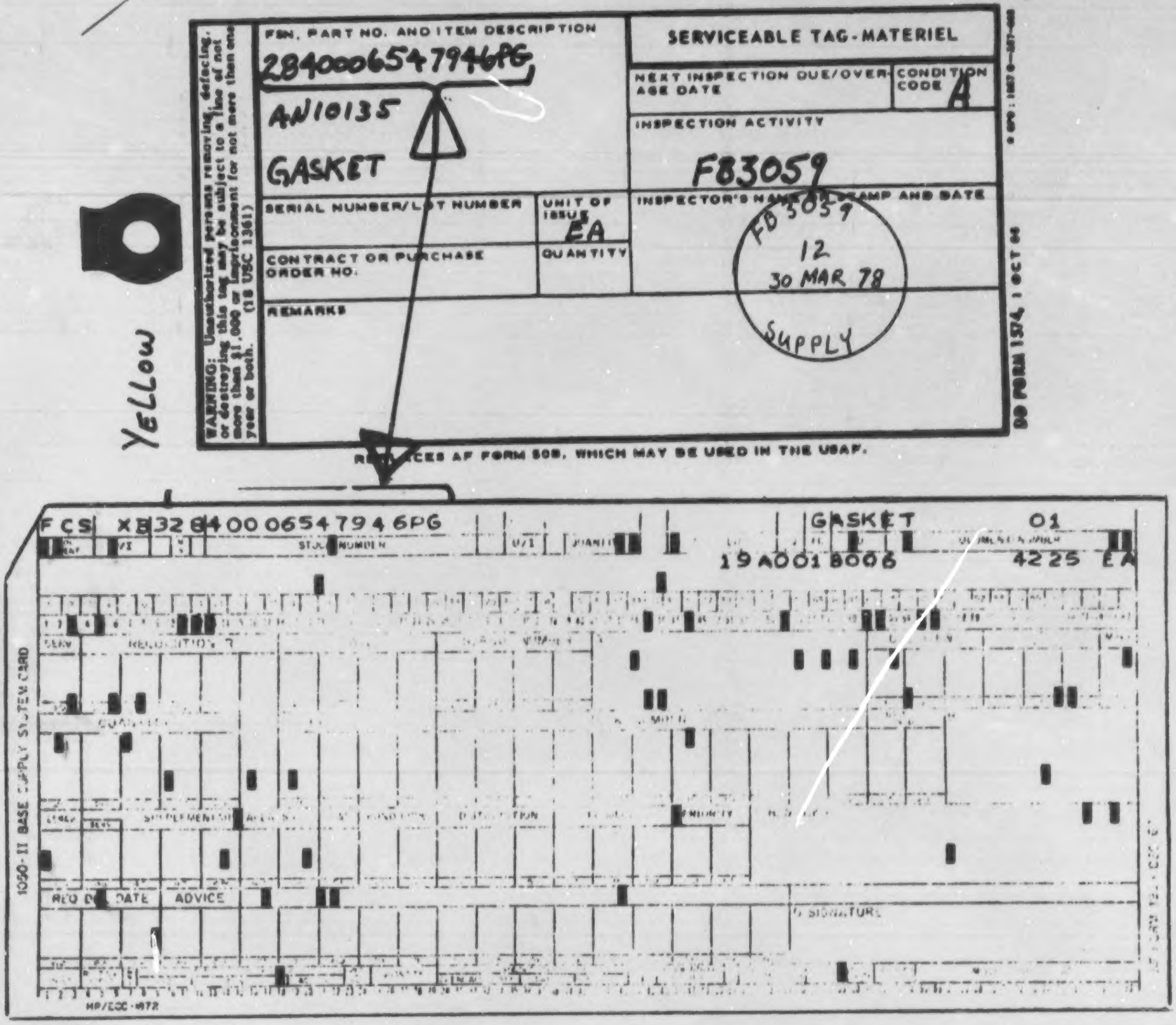
FCS X 328400 0670059 4PE GASKET 01

19A001A007 3111 EA

STOCK NUMBER
U/I
QUANTITY
DOCUMENT NUMBER
SERV
REQUISITIONER
DATE
SERIAL NUMBER
A
DOC IDENT
QUANTITY
CLASS CODE
STOCK NUMBER
B
SUPPLEMENTARY ADDRESS
FUND CODE
DISTRIBUTION
PROJECT
PRIORITY
REMARKS
REQ DEL DATE
ADVICE
SIGNATURE
MISCELLANEOUS DATA
1050-II BASE SUPPLY SYSTEM CARD
AF FORM 1958
MP/ECC-872

The FCS cards are produced by the computer in warehouse location sequence. This makes it easier for you because, when you receive these cards in the Storage and Issue Section, you must place each FCS card in the specific location that is identified on it. When all the cards have been placed in their proper location, the validation may begin.

It is actually a simple process. If there is property in the bin, first compare the stock number on the FCS card with the stock number on the serviceable tag attached to the item. The figure below points out the two numbers to be compared.



WARNING: Unauthorized persons removing, defacing, or destroying this tag may be subject to a fine of not more than $1,000 or imprisonment for not more than one year or both. (18 USC 1361)

SERVICEABLE TAG-MATERIEL

FSN, PART NO. AND ITEM DESCRIPTION: 2840006547946PG
AN10135
GASKET

NEXT INSPECTION DUE/OVERAGE DATE:

CONDITION CODE: A

INSPECTION ACTIVITY: F83059

SERIAL NUMBER/LOT NUMBER:

UNIT OF ISSUE: EA

QUANTITY:

CONTRACT OR PURCHASE ORDER NO.:

INSPECTOR'S NAME OR STAMP AND DATE: FD 5059 12 30 MAR 78 SUPPLY

REMARKS:

DD FORM 1574, 1 OCT 64

REPLACES AF FORM 508, WHICH MAY BE USED IN THE USAF.

FCS XB328400065479 46PG GASKET 01
19A001B006 4225 EA

1050-II BASE SUPPLY SYSTEM CARD

REQ DATE ADVICE

SIGNATURE

What if they don't match? The first step for correcting unmatched stock numbers is to research the Stock Number Directory for the stock numbered item found in the location. Maybe it is in the wrong place. If you can't find the information in the directory, the next step is to check on recent transactions in the Daily Document Register. If that doesn't help, then you should process an inquiry. The inquiry will identify the warehouse location that is assigned to the computer records for the item stored in the bin. If the inquiry shows that the item in the bin has another warehouse location, the item is simply removed and placed in the location shown on the inquiry. You may need to process an FCS to change the location of the item.

However, if the inquiry does not identify a location for the item, there are other methods that can be used to correct the problem. One method is to process a request for a special inventory. (You'll learn more about that later in this lesson.) Another method is to request that the Inspection Section examine the item for possible re-identification.

The bin label on the location must also be validated with the FCS card. You must do this, even if the bin is empty. All you need to do is compare the stock number and the warehouse location on the FCS card with the same data on the bin label. This is shown on the figure on the following page. Take a few minutes to study it.

If the information on the bin label and the FCS card matches, the validation for the item is finished, and the FCS card is placed back in the bin. However, if the information on the bin label does not match the FCS card, corrective action must be taken. It may be necessary to process a warehouse location change or relocate the property. The correct action is determined through research in the Stock Number Directory and Daily Document Register, or through processing an inquiry. A new bin label may be required.

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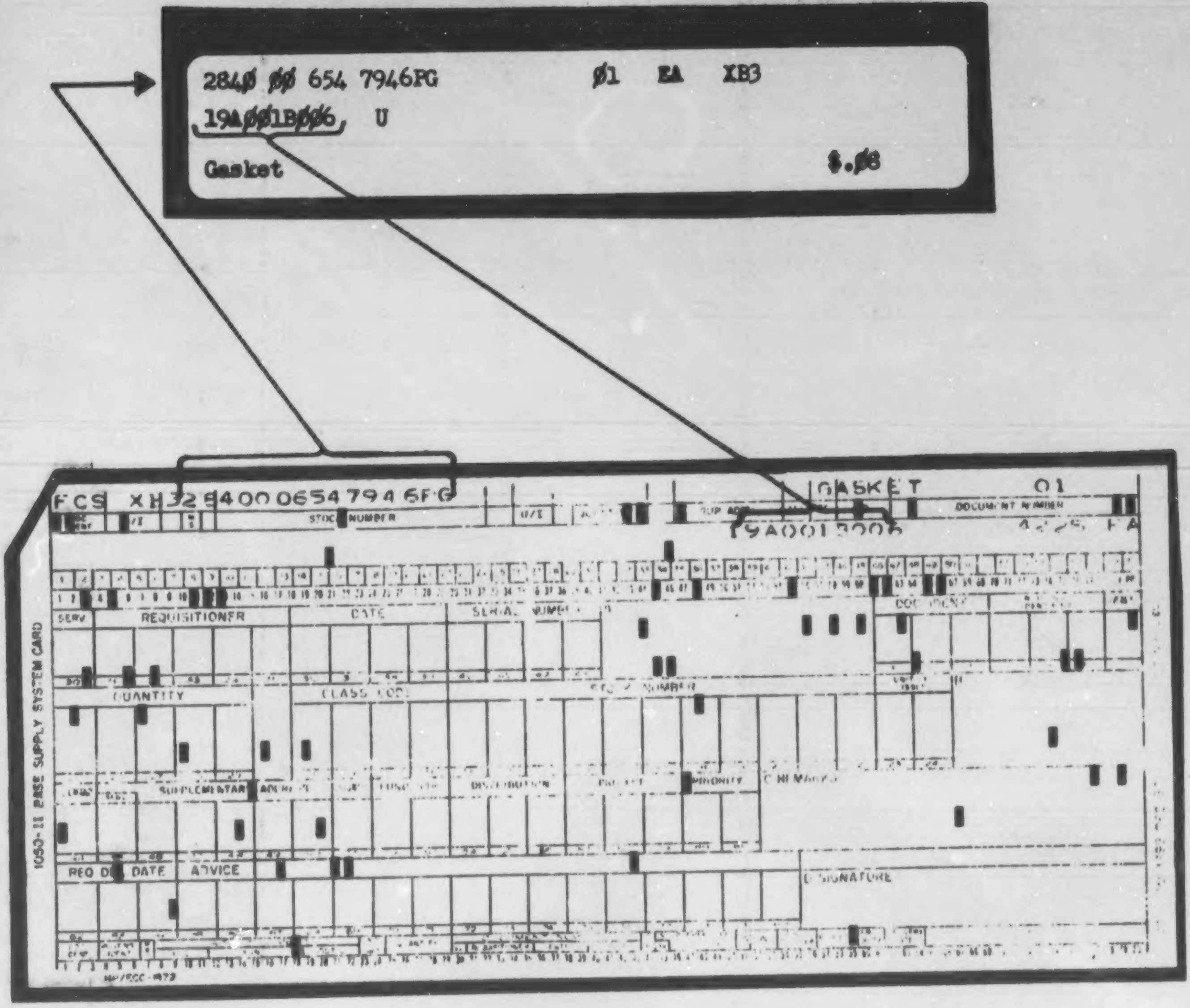

2840 00 654 7946PG 01 EA XB3

19A001B006, U

Gasket $.08

FCS XH32 8400 0654 7946FG GASKET 01

19A001B006 4 25 EA

STOCK NUMBER
U/I
DOCUMENT NUMBER
SERV
REQUISITIONER
DATE
SERIAL NUMBER
QUANTITY
CLASS CODE
STOCK NUMBER
SUPPLEMENTARY ADDRESS
DISTRIBUTION
PROJECT
PRIORITY
REMARKS
REQ DU
DATE
ADVICE
SIGNATURE
1050-II BASE SUPPLY SYSTEM CARD

COMPARING A WAREHOUSE BIN LABEL WITH THE FCS CARD

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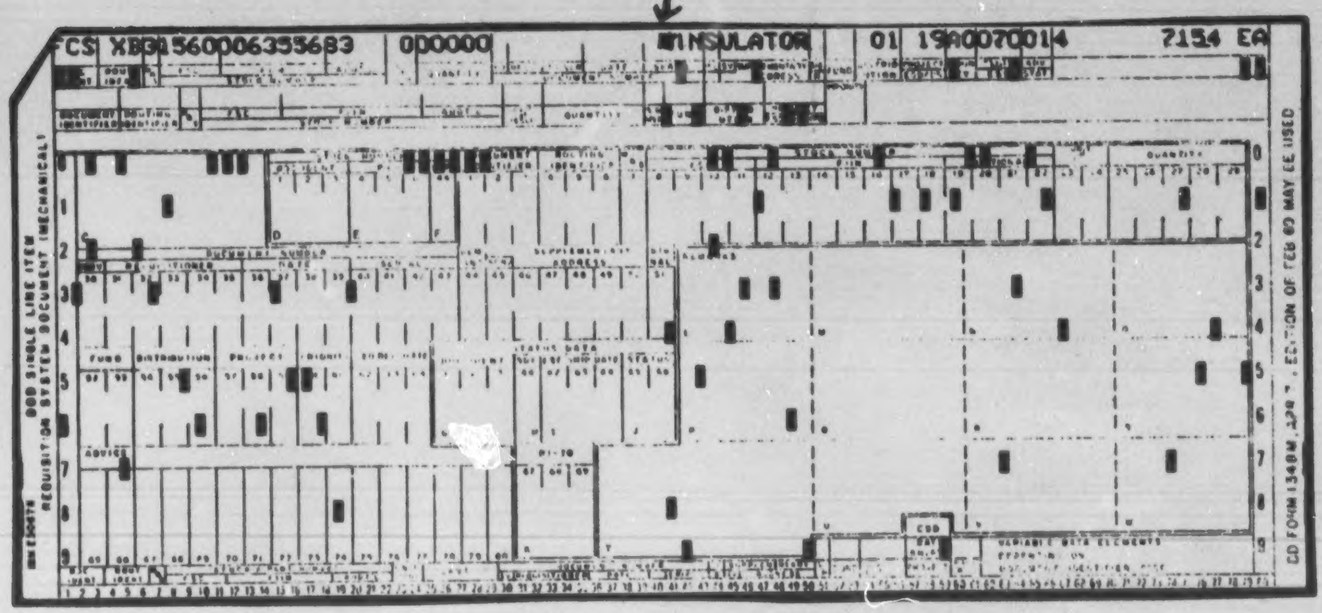
During the course of a validation you may deal with FCS cards containing an asterisk (*) in card column 41. There is a sample of one of these cards shown below. FCS cards containing this asterisk are for dead locations. Dead locations are those assigned to item records which have a zero serviceable balance, no detail records or demand level, and have had no processing action for 30 days or more.



FCS XB31560006353683 000000 *INSULATOR 01 19A0070014 7154 EA

DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MECHANICAL)
DD FORM 1348M, 1 FEB 69 . EDITION OF FEB 63 MAY BE USED

Why are they included in the validation? So that you can examine the bin location to insure that it does not contain property. If the bin location is indeed empty, you will send the FCS card to ADPM/PCAM where it will be used to delete the warehouse location from the computer records. However, if property is available in the bin location, a special inventory must be requested.

When conducting a warehouse location validation, you could also find property in a location that does not have a FCS card. Once again, you must do some research to find out what to do with the property. If you find that a location is in the process of being loaded, then you will simply prepare a slip to indicate that the location has already been validated. If the property is simply in the wrong location, then you will move it. If you can't resolve the problem, then you must request a special inventory, and place a copy of the request in the bin.

Remember, the purpose of the validation is to make sure that all of the items are in their correct location. You want to remove any obstacles to an efficient and successful inventory.

When all the locations have been validated, the FCS cards remaining in the locations are collected and destroyed.

Now let's take a look at the listing that is produced along with the FCS cards. The Serviceable Balance - No Location/Duplicate Warehouse Location Listing has a dual purpose; (1) it provides a listing of item records which contain a serviceable balance but no location and (2) it identifies different item records which contain the same warehouse location.

Let's discuss each part of the listing separately. The Serviceable Balance - No Warehouse Location Listing is prepared from the item records that contain a quantity in the serviceable balance, but do not have an assigned warehouse location. The listing is prepared in stock number sequence, and copies of it are furnished to all sections having storage responsibilities. Corrective action must be taken on each item printed on the listing, and this action must be annotated on the listing.

What do we mean by corrective action? The first step is to research the Stock Number Directory to see if a warehouse location addition has been input for the item. You can also check the warehouse location change suspense file to see if a change is pending. If a location for the item cannot be determined, then you should request a special inventory.

Whatever corrective action is taken, it must be annotated on the listing within three workdays. An annotated copy of the listing is shown on the next page. Take a minute to look it over. You can see that the corrective action for some of the items listed was simply assigning a warehouse location. If a special inventory has been processed, the transaction number of the inventory is noted. And if a transaction has processed which reduced the serviceable balance of the item to 0, then this transaction number is noted.

When all the entries on the listing have been annotated with either a warehouse location, a special inventory transaction number, or the transaction number that reduced the serviceable balance to zero, the listing is forwarded to the Procedures and Standardization Section. This section must retain the copy for 90 days.

30 JUN 76 LOWRY TECH TRNG T/A B SERVICEABLE BALANCE NO WAREHOUSE LOCATION LISTING (R36/835) 01 3059 DATE 6182 PAGE 1

STOCK NUMBER	CIC	UI	ERRC	DOLT	DOLI	NOMENCLATURE	SERV-BAL		
1560 00 536 4279ML	U	EA	XB3	5293	5293	BRACKET ENGINE AFTE	25	19A012I001	Warehouse Locations
2995 00 911 2615	U	EA	XD2	4169	4166	PISTONREL 229227	7	19A011A003	
4730 00 196 0859	U	EA	XB3	4169	3113	FLANGE BACF22H8-3	10	19A009B002	
4730 00 278 9426	U	EA	XB3	3146	3146	COUPLING ASY 13040	12	610103251	Special Inventory Transaction Numbers
4810 00 690 0073	U	EA	XB3	4170	2291	HRH LCC 6773 G774	40	610800522	
4820 00 227 0169	U	EA	XB3	4169	3110	VALVE 69B27336-30	10	610200111	
4930 00 646 9892	U	EA	XB3	4169	3113	JMD REC C	10	611400215	
5305 00 151 3400	U	EA	XB3	6006	4166	SCREW MS24693C4	1001	611100256	
5305 00 156 2510	U	HD	XB3	6006	5137	SCREW N80P7004C6	997	600200155	
5305 00 156 2633	U	EA	XB3	6006	5122	SCREW MS90727-10	1197	120001A009	warehouse Locations
5310 00 265 1191	U	BX	XB3	5293	5293	WASHER FLAT	25	120002B020	
5310 00 595 7237	U	HD	XB3	6006	4167	NUT F1D624-1	999	613003012	transaction numbers
5310 00 595 7258	U	EA	XB3	6006	5256	NUT EXTEND BYW1018	999	601200125	
5310 00 596 7693	U	HD	XB3	6006	4174	NUT MS21060-3	1009	19A 009 C014	warehouse numbers
5910 00 702 8493	U	EA	XB3	6094	4092	RATE CAPACITOR	20	10A 011 D009	
8010 00 955 4728	U	CN	XB3	5293	5293	PAINT VEHICLE AF BL	150	14 C015 E002	

TOTAL SERV-BAL NO LOC 16

002-03-07-01

-12-

364

365

346

The Duplication Warehouse Location Listing is output when the computer compares the warehouse locations in the warehouse validation parameter card with the warehouse locations recorded on the item records. When the computer identifies two or more item records that contain the same warehouse location, the information is printed on the Duplicate Warehouse Location Listing. It is important that this condition be corrected because, as you have learned, only one stock number may be assigned to a given location.

A sample of this listing is shown on the following page. Take a few minutes to look it over. You can see that two stock numbers have been assigned to warehouse location 19A010E001.

To correct such duplications, the warehouse locations identified on the Duplicate Warehouse Location Listing must first be checked. This is an easy way to determine if more than one stock number is actually being stored in the same location.

If, in fact, different stock numbers are found in the same location, you should divide the property according to stock number. One NSN may remain in the location. However, the other must be removed and assigned a new warehouse location. When this happens, you will follow the warehouse location addition procedures you learned in lesson 4.

Even if you do not find property with different NSNs in the same location, the computer records still must be corrected, so you should assign a new location to one of the items and update the internal and external records as you have learned.

002-03-07-01

-14-

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30 JUN 76 LOWRY TECH TRNG              DUPLICATE WAREHOUSE LOCATION LISTING (R36/835)     01 3059 DATE 6182  PAGE     2
WAREHOUSE LOCATION     CIC   UI   ERRC   DOLT   DOLI      NOMENCLATURE           SERV-BAL   STOCK NUMBER
19A010E001              U    EA   XF3    5094   4125   DOME BRACKETT ASSY              0    2840000660846PL
19A010E001              U    EA   XB3    6027   5125   SEMI COND DEVICE               10    5961002189785
INPUT PARAMETER                  19A001A007 19A013H001   TOTAL PCS CARDS    500   TOTAL DUPLICATE LOCATIONS     2
```

367

368

348

That's all there is to performing the warehouse location validation. Review what you have learned by writing short responses to the following:

Q6. How often must validation be conducted for each warehouse location?

Q7. What is the purpose of warehouse location validation?

Q8. What form should Storage and Issue personnel prepare to create the validation computer parameter card?

Q9. What outputs will result when the parameter card is input?

Q10. The FCS cards are produced in __________ sequence.

Q11. What do Storage and Issue personnel do with the FCS cards when they first receive them?

Q12. What are the FCS cards compared with?

Q13 a. What does an asterisk in CC 41 of an FCS card indicate?

b. What is done with these particular FCS cards?

Q14. What is the purpose of the Serviceable Balance - No Warehouse Location Listing and what actions should Storage and Issue personnel take with it?

Q15. What is the purpose of the Duplicate Warehouse Location Listing and what actions should Storage and Issue personnel take with it?

When you have completed the warehouse location validation, you have assured that each item that is to be inventoried is in the correct location. Now you are ready to prepare the warehouse for the inventory and help with the inventory itself.

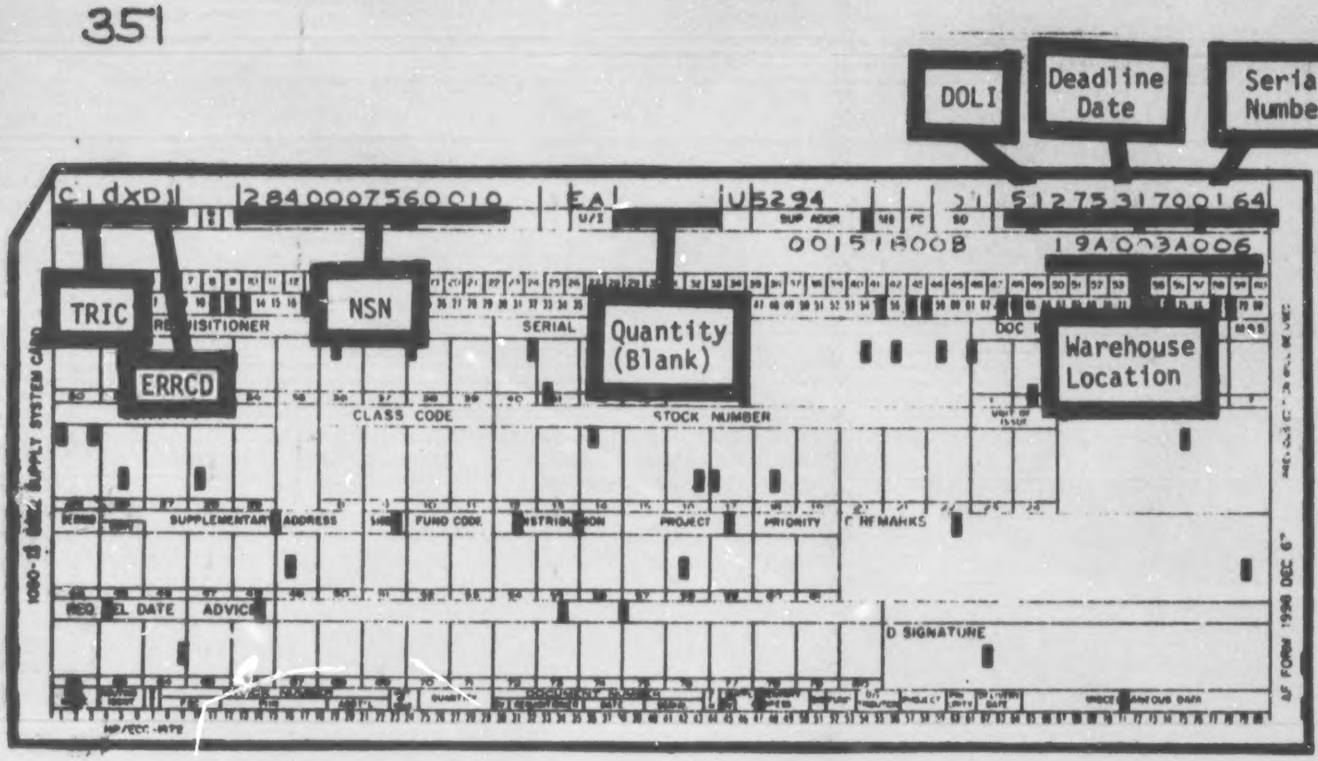
One of the first things to do is clearly mark off the area that is to be inventoried. This may be done with ropes, signs, and placards (which should show the inventory deadline date). The purpose of these markings is to limit traffic in the area under inventory.

Another responsibility you have is to insure that all transactions applicable to the locations scheduled for inventory are completed at least one day prior to the deadline date. For example, if item 1560007423147 is among those scheduled for inventory on 4 October and you receive an issue document for it on 2 October, you should make sure that this item is pulled before 3 October. Why? Because, once you have received the document, the computer considers the item issued, and has already subtracted it from the item record balance. If the item is still in the bin during the inventory count, this will throw the figures off. This same principle applies to receipts, shipments, and transfers. Any transaction that will affect the accuracy of the inventory count must be completed at least one day prior to the deadline date!

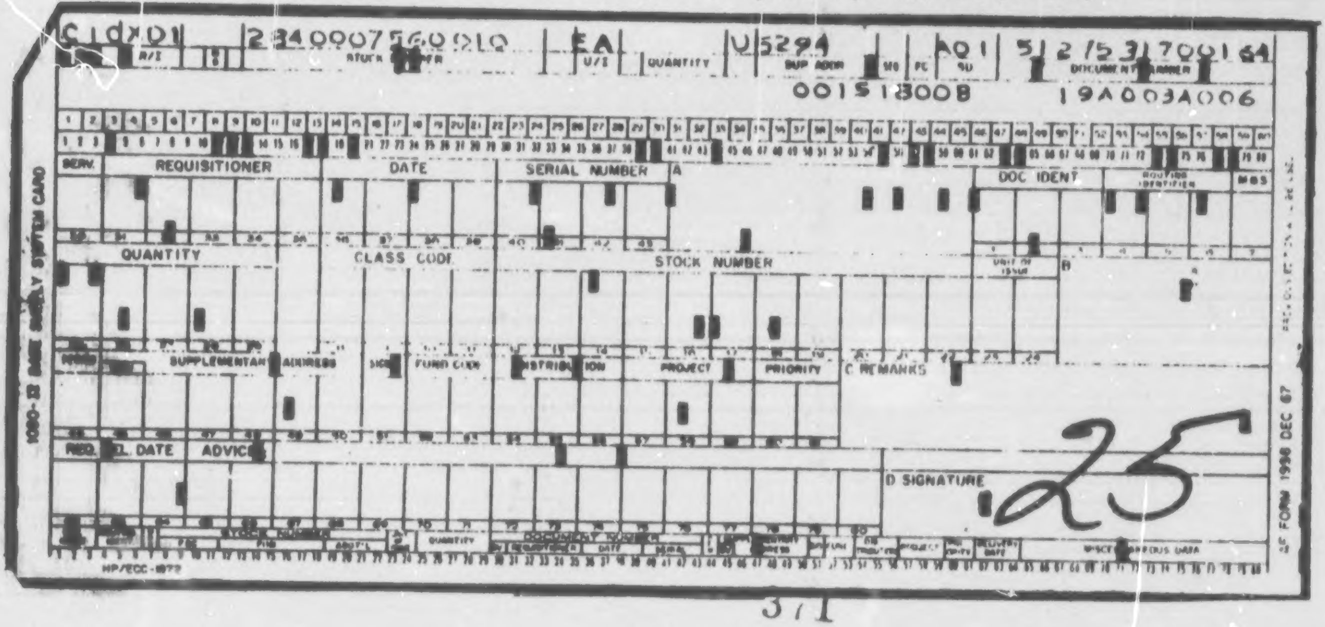
Once you have prepared the warehouse for inventory, the Inventory Section takes over. First, they will conduct their own pre-inventory survey. The purpose of this is to identify and correct any discrepancies that could adversely affect the inventory.

One day prior to the inventory deadline date, the Inventory Section will request the production of count cards for every location that is to be included in the inventory. At this same time, a count card listing (which is used to control the count cards) is produced, and freeze code C is automatically assigned to every item record that is involved in the inventory. What is freeze code C? It is a code used by the computer that will restrict any transaction that will affect the item record balances while the inventory is in progress. For example, if item 6610005315387 is under inventory and the Demand Processing Unit inputs a request for it, the computer will automatically reject this request. The transaction cannot process until the inventory has been completed. and the freeze code removed.

The count cards, arranged in warehouse location sequence, are forwarded to the warehouse. There, Inventory personnel, or those assigned to help them, will place each card in its appropriate location. A sample inventory count card is shown on the next page. Notice that the entries on this card include the TRIC code (CIC), the ERRC designator and NSN of the item, the date of the last inventory on this item (DOLI), the inventory deadline date, and a serial number assigned to the item for this particular inventory. The warehouse location designator is printed on the right-hand side of the second line of print. Notice that the quantity field (CC 25-30), which immediately follows the unit of issue EA, is blank.


DOLI
Deadline Date
Serial Number
C1dXD1
2840007560010
EA
U/I
U5294
SUP ADDR
21
SD
51275317000164
0015180OB
19A003A006
TRIC
ERRCD
NSN
Quantity (Blank)
Warehouse Location
REQUISITIONER
SERIAL
CLASS CODE
STOCK NUMBER
SUPPLEMENTARY ADDRESS
FUND CODE
DISTRIBUTION
PROJECT
PRIORITY
REMARKS
REQ. DEL DATE
ADVICE
SIGNATURE
1080-12 BASE SUPPLY SYSTEM CARD
AF FORM 1996 DEC 67

You can probably guess what the next step is. Counting the property and entering the correct totals on the cards. This will normally be accomplished by the Inventory Section with the help of Storage and Issue personnel. The figure below shows an inventory count card with the quantity entered manually in the lower right-hand portion. (Later PCAM will punch the quantity into CC 25-30.)


C1dX01
2840007560010
EA
U/I
QUANTITY
U5294
SUP ADDR
A01
SD
51275317000164
DOCUMENT NUMBER
0015180OB
19A003A006
SERV.
REQUISITIONER
DATE
SERIAL NUMBER
DOC IDENT
ROUTING IDENTIFIER
QUANTITY
CLASS CODE
STOCK NUMBER
SUPPLEMENTARY ADDRESS
FUND CODE
DISTRIBUTION
PROJECT
PRIORITY
REMARKS
REQ. DEL. DATE
ADVICE
SIGNATURE
25
1080-12 BASE SUPPLY SYSTEM CARD
AF FORM 1996 DEC 67

When the initial count has been completed, some of the totals may need to be adjusted. How can you tell? By reviewing the recap sheet. This sheet is a record of emergency transactions which have occurred during the inventory, that will affect the count. (You will learn more about emergency issue and shipment procedures later in the lesson.)

After all of the items in the section under inventory have been counted and adjusted and the cards annotated accordingly, a sample count verification is required. The Chief of Supply will assign personnel from functions outside the Inventory Section to perform this sample. They will randomly select a specified percentage of the items inventoried to insure that the counts and annotations are correct. If the maximum number of errors allowed is exceeded, the entire area must be reinventoried. However, if the verification is within the established error rate, this portion of the inventory is complete.

Now all the count cards are collected and the inventory supervisor will forward them to ADPM/PCAM for processing. When the count cards are input by ADPM, the physical count quantity and the item record balance for each item are compared by the computer. If they are equal, or if the difference between them falls within the automatic adjustment range, the inventory on that item is considered to be complete, and the freeze code is removed from the item record. However, if the difference between the count and the internal balance is so great that an automatic adjustment cannot be made, the computer will automatically produce a recount card, which is very similar to the count card. The Inventory Section is responsible for reinventorying the item and accomplishing any necessary research or adjustments.

That's how easy it is to conduct a complete inventory. Basically the same procedures apply in a sample inventory. The major difference between the two, as we mentioned earlier, is the number of items within the designated area which are actually counted. Remember, a complete inventory includes all of the items in the area; a sample inventory will include only a specified percentage. The computer will randomly select those items within the area that are to be counted. If the error rate on these items exceeds the established limit, the entire lot must be reinventoried following complete procedures. If the error rate is not exceeded, everything in the lot is considered to have been inventoried.

Your role in a sample inventory is also very similar to that for complete procedures. Prior to the deadline date, a warehouse location validation must be conducted. You must also insure that all transactions applicable to the area are processed. Just as you did for a complete inventory, you should define the limits of the area being counted with signs, ropes, and markers.

A closed warehouse method is used so, again, freeze code C is assigned to the appropriate item records. Only emergency issues or shipments are permissible on items under inventory, and these must be recorded on the recap sheet. However, you may continue to process all transactions for those items included in the total inventory lot but not undergoing actual inventory.

Review what you have learned about preparing the warehouse for inventory and assisting with the conduct of the inventory by writing short responses to the following:

Q16. Transactions affecting balances of item records scheduled for inventory must be completed ____________________ the deadline date.

Q17. What is an inventory deadline date?

Q18. How is traffic in the area under inventory restricted?

Q19. Where is the quantity manually entered on the count card?

Q20. The record of emergency transactions occurring during an inventory is kept on the ______________________.

Q21. How are the count cards arranged when they are forwarded to the warehouse?

Q22. Why is a pre-inventory survey conducted?

Q23. What will the computer produce if an inventory discrepancy cannot be automatically adjusted?

Q24. What action is required before the annotated count cards are collected and forwarded to ADPM/PCAM?

Q25. What freeze code is assigned to item records for complete or sample inventories?

Q26. When the inventory count cards arrive at the warehouse, what action must inventory personnel take with them?

Q27. What is the main difference between a sample and a complete inventory?

Q28. What happens if the error rate is exceeded in a sample inventory?

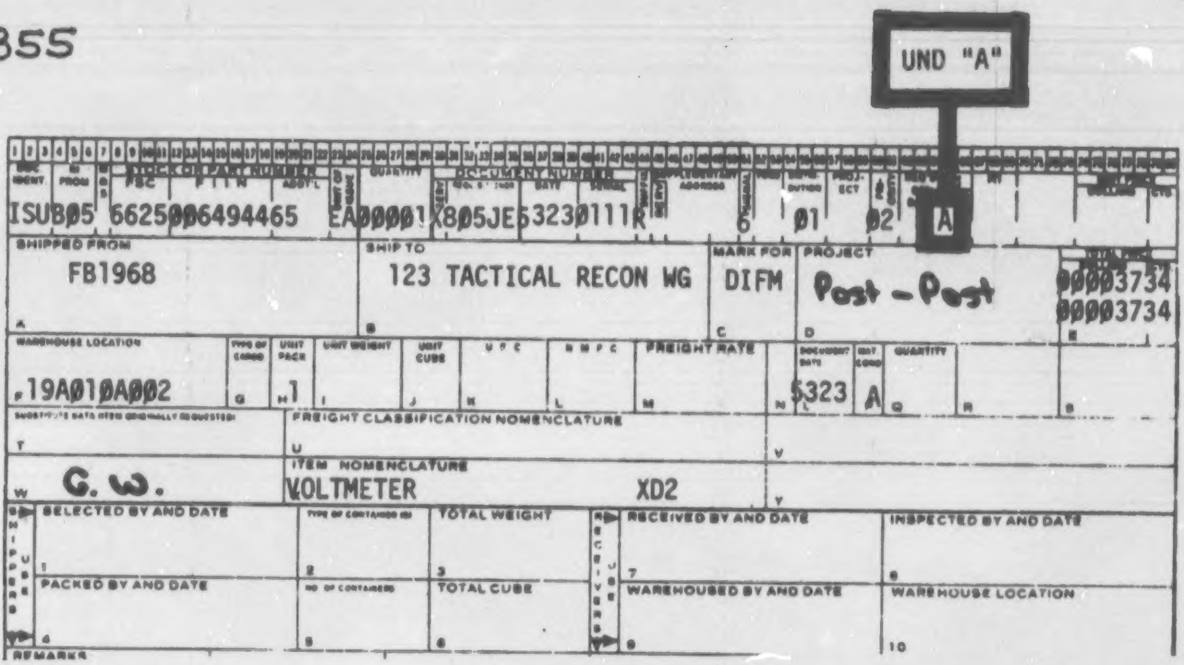
Now you have learned the basic procedures for conducting complete and sample inventories. But there is another important function involved. These inventories are performed under a closed warehouse method. Remember, freeze code C is assigned to all item records that are affected. This code automatically prevents the processing of any transaction that changes the item record balances. So, for example, a normal issue request for an item under inventory will not process.

But, of course, the warehouse never closes down completely. If an item under inventory is urgently needed (for example, to make an aircraft operational), it will be issued or shipped as a post-post transaction. (With post-post transactions, the item is physically processed first, and the documentation is input to the computer later.)

As a Materiel Facilities Specialist, you must know the procedures for handling issues and shipments that do qualify for emergency action during inventory. With issues, the determining factor is the urgency of need designator (UND) in CC 65 of the DD 1348-1. If the UND is "A," the item qualifies for emergency action. An item with a UND of "B" may also be considered for emergency treatment at the option of the Chief of Supply. Take a look at the issue document shown on the next page. Notice that the UND in CC 65 is "A." So this item would be issued even though it is under inventory. Emergency shipments depend on priority requirements which are determined locally.

Once an item has been approved for emergency processing during an inventory, Storage and Issue personnel handle it in much the same manner as a normal transaction. (You will learn about issue procedures in your next block of instruction.) But remember, all affected item records are frozen during an inventory, and the computer has no record of this transaction. So you must mark it on the recap sheet. This is very important. The recap sheet will vary from base to base, but it will always include at least the NSN, TRIC code, system designator, document number, quantity, and warehouse location. Its purpose is to help adjust the inventory count. A sample recap sheet is shown on the next page. Look it over.

355



UND "A"

ISUB05 6625006494465 EA00001X805JE53230111R 6 01 02 A

SHIPPED FROM FB1968	SHIP TO 123 TACTICAL RECON WG	MARK FOR DIFM	PROJECT Post - Post	00003734 00003734

WAREHOUSE LOCATION 19A010A002	UNIT PACK 1	DOCUMENT DATE 5323	COND A	QUANTITY

W G. W.	ITEM NOMENCLATURE VOLTMETER XD2

SELECTED BY AND DATE · TYPE OF CONTAINER(S) · TOTAL WEIGHT · RECEIVED BY AND DATE · INSPECTED BY AND DATE

PACKED BY AND DATE · NO. OF CONTAINERS · TOTAL CUBE · WAREHOUSED BY AND DATE · WAREHOUSE LOCATION

REMARKS

Recap Sheet for Warehouse 19, Stockroom A

NSN	TRIC	System Designator	Document Number	Quantity	Warehouse Location
66[illegible]9126374	ISU	01	X804HS5276[illegible]9	1	19A008F003
2040[illegible]560696	ISU	01	X804PR52760011	1	19A005C005
2040[illegible]7334242	ISU	01	X801MC5276[illegible]14	1	19A003C004
6625006494465	ISU	01	X805JE53230111	1	19A010A002

Let's look at an example to see how the recap sheet is used. Item 6625006494465 is under inventory. On the deadline date, the item record balance is 25. However, while the inventory is in progress, an emergency issue is necessary. (This is indicated by the UND code A on the issue document shown on the top of page 21.) Because there is a freeze code on the item record, this transaction must be recorded on the recap sheet. (This has been done on the sheet on page 21. Notice how the necessary information has been taken from the DD 1348-1 and entered on the recap sheet.) Now, when item 6625006494465 is counted, there are only 24 in the bin, and this quantity is annotated on the count card. Remember, though, that before the cards are collected and turned in, the recap sheet is checked and any necessary modifications are made. So the 1 recorded on the recap sheet is added to the 24 found in the bin, and the total submitted is 25. This figure will agree with the balance on the item record. You can see, then, why the recap sheet is necessary. Luckily, it is also easy to use. You'll get some practice on it in the workbook portion of this lesson.

Now you know the steps followed to process an emergency issue during an inventory. Basically the same procedures are followed for an emergency shipment. But what happens to normal, routine Base Supply processes? They are not forgotten while an inventory is in progress, but naturally the type of action required depends on the type of transaction. For example, in-line transactions that will have no affect on the item record balances are allowed to process (these would include turn-ins with a waiting shipment or receipts with a complete due-out release). Otherwise, receipts and turn-ins that will affect the internal balances must be placed in an inventory hold area until the freeze codes have been lifted and normal processing resumes. And their accompanying documentation must be marked accordingly. The location and management of these hold areas is determined by local policy and facility lay-outs.

Before continuing with the lesson, write short responses to the following:

Q29. What UND qualifies an item under inventory for emergency issue?

Q30. While an inventory is in progress, where are emergency transactions recorded?

Q31. What determines whether or not an item qualifies for emergency shipment during an inventory?

Q32. What prevents normal computer processing of an issue on an item undergoing complete or sample inventory?

Q33. When can items with an UND of B qualify for emergency issue?

Q34. What happens to receipts or turn-ins that will affect the item records under inventory?

You have learned that complete and sample inventories are conducted according to an annual schedule. All supply-type items in the Standard Base Supply System must be inventoried at specific times during the year, and one of these two methods is used. However, there will be instances when an immediate adjustment of internal records to actual, physical counts is needed. When this happens, a special inventory is used.

This inventory is normally conducted on a single item when an out-of-balance condition is detected. All this means is that when you discover that the amount on hand does not match the amount the computer says should be on hand, this is one way to find the solution and adjust the internal records. In this lesson we have discussed several instances when a special inventory may be used. For example, if your are checking an FCS card with an asterisk in CC 41 and find property in the "dead" location, a special inventory can help determine just where the error was made.

Preparing a special inventory request can be a Materiel Facilities Specialist function, so you will learn how it is done in Block IV.

When a request for a special inventory is input to the computer, freeze code I will be loaded to the item record, and appropriate detail information concerning the item will be output. This notice will be forwarded to the Inventory Section, which will perform the special inventory. When the problem has been found and corrected, the freeze code is lifted.

See how much you remember about special inventory procedures by writing short responses to the following:

Q35. What freeze code is used for special inventories?

Q36. When is a special inventory normally conducted?

Q37. Who actually performs the special inventory?

Q38. Briefly explain the differences between complete, sample, and special inventories.

SUMMARY

In this lesson you have learned that the purpose of inventories in the Standard Base Supply System is two-fold: to count the quantities of items actually on hand; and to check the accuracy of item record balances in the UNIVAC 1050-II.

Because Air Force inventories vary in their frequency and the procedures followed, an inventory schedule is drawn up for each fiscal year. The schedule is coordinated closely with the warehouse location validation schedule.

Inventories are mainly the responsibility of the Inventory Section, but 64531s provide important support for obtaining an accurate count. Conducting the warehouse location validation is one of their responsibilities. The validation assures that the items stored in a particular location are the NSN that is actually assigned to that location. The validation also corrects serviceable balance-no warehouse location, and duplicate warehouse location conditions.

Other duties of Storage and Issue personnel include marking off the appropriate areas in the warehouse, insuring that applicable transactions are processed before the deadline date, recording emergency transactions on the recap sheet, controlling the hold area, assisting with the conduct of inventories, and, in some cases, requesting special inventories.

Review the objectives of this lesson. When you feel confident about them, complete the workbook exercises.

August 1978

INVENTORY PROCEDURES

Block III, Lesson 7

Answers to Questions in the Text

Q1. To determine what is in stock and how accurate Base Supply records are.

Q2. Quarterly.

Q3. Semiannually

Q4. Account custodians .

Q5. The number of items in the designated area that are counted .

Q6. At least once a year.

Q7. To insure that the physical locations of items in the warehouse match the recorded locations.

Q8. AF Form 1530.

Q9. FCS cards for all the locations in the designated area and a Serviceable Balance - No Warehouse Location/Duplicate Warehouse Location Listing.

Q10. warehouse location

Q11. Place each FCS card in its correct warehouse location.

Q12. The property tags and the bin labels.

Q13 a. That the location is "dead".
    b. The location should be checked to make sure that it is empty.

Q14. It indicates which items have not been assigned a warehouse location. Storage and issue personnel should take corrective action on each item listed by either assigning it a warehouse location, processing a special inventory on it, or annotating the transaction which has occurred that will reduce the serviceable balance of the item to zero.

Q15. It indicates that two items have been assigned the same warehouse location. Storage and issue personnel should correct the situation by reassigning one of the items and, if necessary, physically moving it.

Q16. one day prior to

Q17. The day the counting begins.

Supersedes Key 002-03-07-01 dated March 1978.

Q18. With ropes, signs, and placards.

Q19. In the lower right-hand corner.

Q20. recap sheet

Q21. In warehouse location sequence.

Q22. To identify and correct discrepancies that could affect the inventory.

Q23. A recount card.

Q24. A count verification.

Q25. Freeze code C.

Q26. Place them in the appropriate warehouse locations.

Q27. Complete inventories count all of the items in the designated area while sample areas count only a specified percentage.

Q28. A complete inventory is performed on the entire area.

Q29. UND A.

Q30. On the recap sheet.

Q31. Priority requirements, which are determined locally.

Q32. Freeze code C.

Q33. When approved by the Chief of Supply.

Q34. They are placed in an inventory hold area.

Q35. Freeze code I.

Q36. When an out-of-balance condition is detected.

Q37. The Inventory Section.

Q38. A complete inventory involves the counting of all of the items in the designated area of the warehouse. A sample inventory involves the counting of only a specified percentage of the items in the designated area of the warehouse. A special inventory is normally conducted on a single line item to correct an out-of-balance condition.

Supply Training Branch
Lowry Air Force Base, Colorado

WB G3ABR64531 000
August 1978

INVENTORY PROCEDURES

Problem One

When you perform a warehouse location validation, one of the most important tasks is comparing the information on FCS cards against the property labels and warehouse bin labels.

a. Compare the tags against the FCS card on page 2 of this workbook. On the back of a blank AF Form 1991, indicate which tag matches the FCS card.

b. Compare the bin labels against the FCS card on page 3 of this workbook. On the back of the AF Form 1991 indicate which bin label matches the card.

Supersedes WB 002-03-07-01 dated March 1978.

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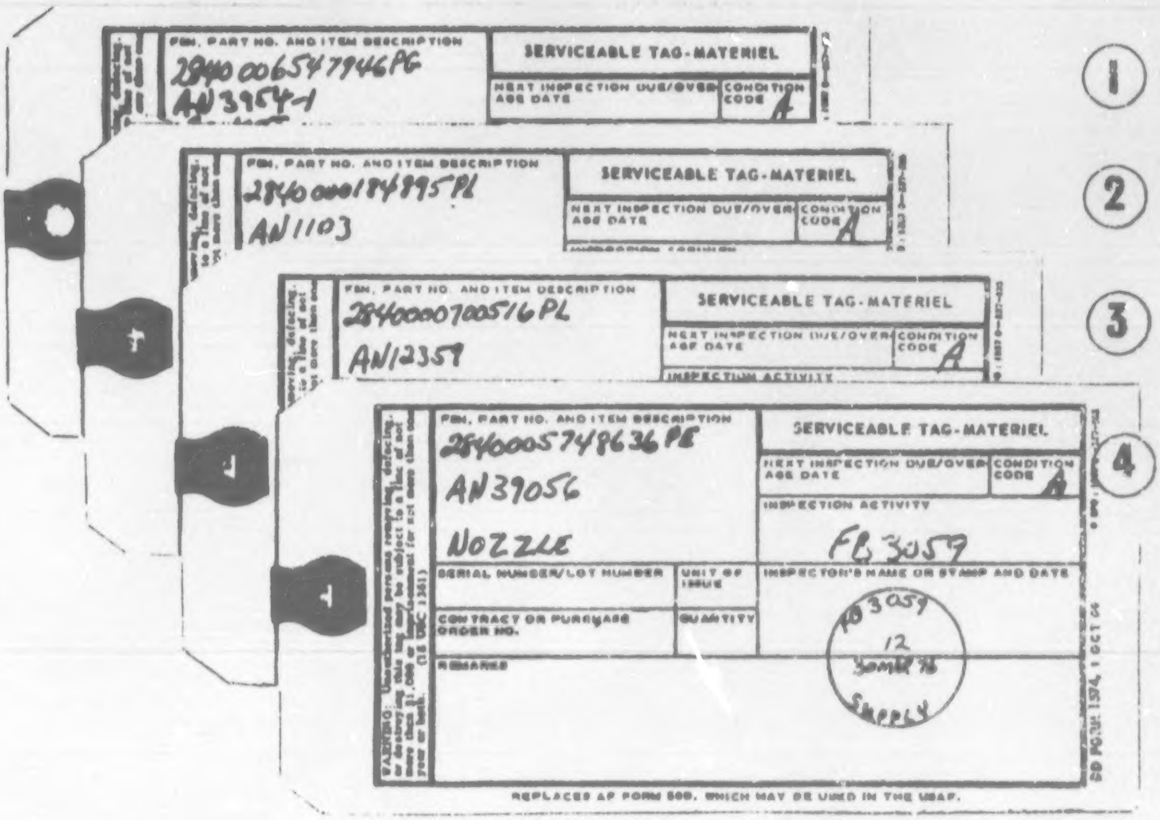
PROPERTY TAG



FSN, PART NO. AND ITEM DESCRIPTION
2840 006547946PG
AN3954-1

SERVICEABLE TAG-MATERIEL

NEXT INSPECTION DUE/OVERAGE DATE

CONDITION CODE A

FSN, PART NO. AND ITEM DESCRIPTION
2840 000184895PL
AN1103

SERVICEABLE TAG-MATERIEL

NEXT INSPECTION DUE/OVERAGE DATE

CONDITION CODE A

FSN, PART NO. AND ITEM DESCRIPTION
2840000700516PL
AN12359

SERVICEABLE TAG-MATERIEL

NEXT INSPECTION DUE/OVERAGE DATE

CONDITION CODE A

INSPECTION ACTIVITY

FSN, PART NO. AND ITEM DESCRIPTION
2840005748636PE
AN39056
NOZZLE

SERVICEABLE TAG-MATERIEL

NEXT INSPECTION DUE/OVERAGE DATE

CONDITION CODE A

INSPECTION ACTIVITY
FB 3059

SERIAL NUMBER/LOT NUMBER

UNIT OF ISSUE

CONTRACT OR PURCHASE ORDER NO.

QUANTITY

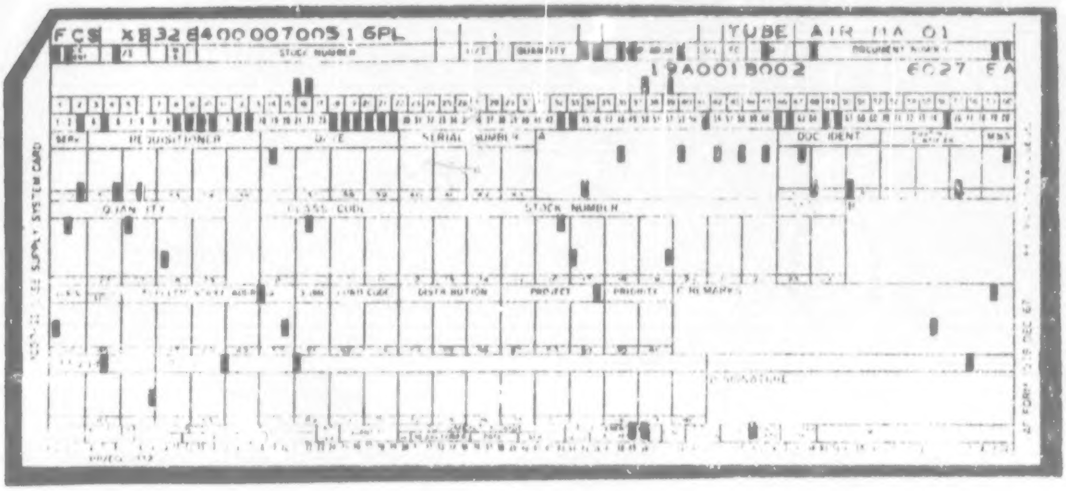
INSPECTOR'S NAME OR STAMP AND DATE
FB 3059
12
30 MAR 76
SUPPLY

REMARKS

WARNING: Unauthorized persons removing, defacing, or destroying this tag may be subject to a fine of not more than $1,000 or imprisonment for not more than one year or both. (18 USC 1361)

DD FORM 1574, 1 OCT 64

REPLACES AF FORM 500, WHICH MAY BE USED IN THE USAF.



FCS XB32 8400007005 1 6PL

TUBE AIR 11A 01

19A001B002

EC27 EA

STOCK NUMBER

QUANTITY

DOCUMENT NUMBER

SERV. REQUISITIONER DATE SERIAL NUMBER

DOC IDENT

QUANTITY

CLASS CODE

STOCK NUMBER

DISTRIBUTION

PROJECT

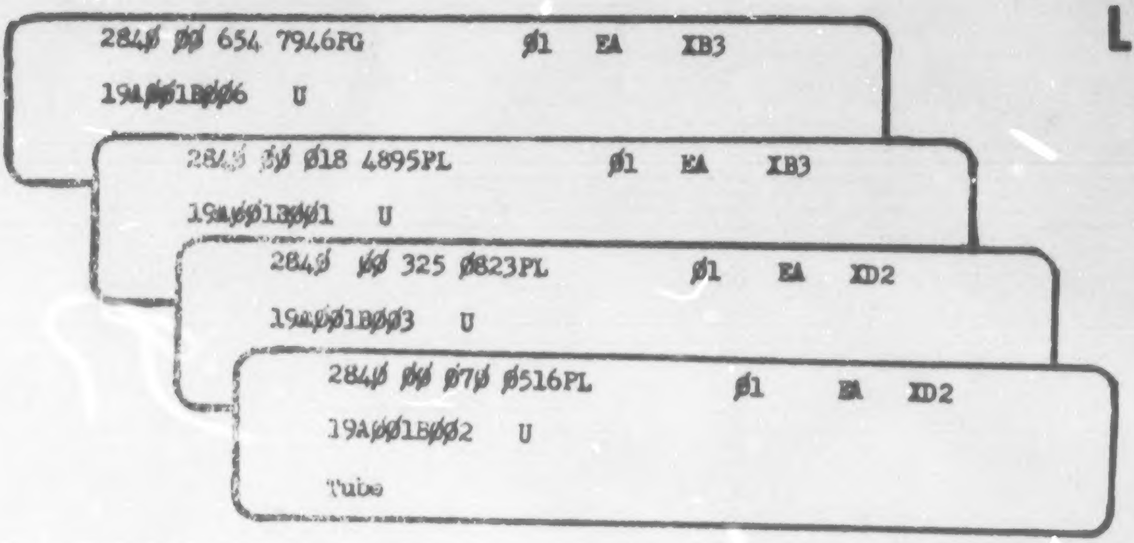
PRIORITY

REMARKS

SIGNATURE

SUPPLY SYSTEM CARD

BIN LABEL

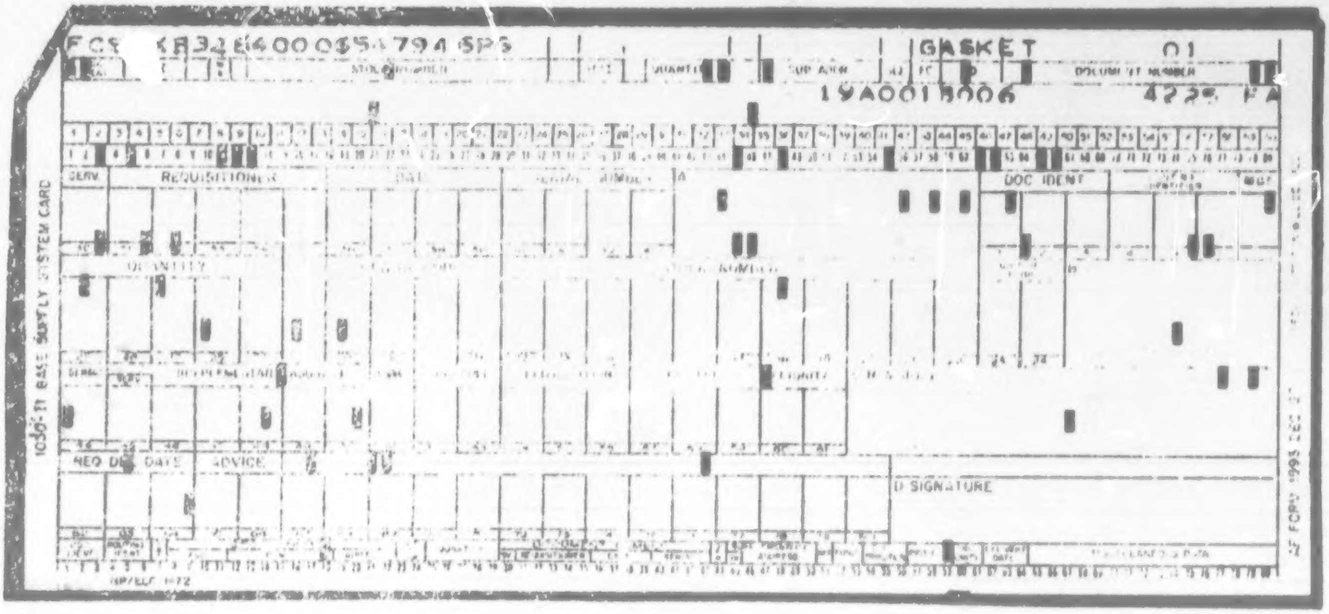


① 2840 00 654 7946PG 01 EA XB3
19A001B006 U

② 2840 00 018 4895PL 01 EA XB3
19A001B001 U

③ 2840 00 325 0823PL 01 EA XD2
19A001B003 U

④ 2840 00 070 0516PL 01 EA XD2
19A001B002 U
Tube

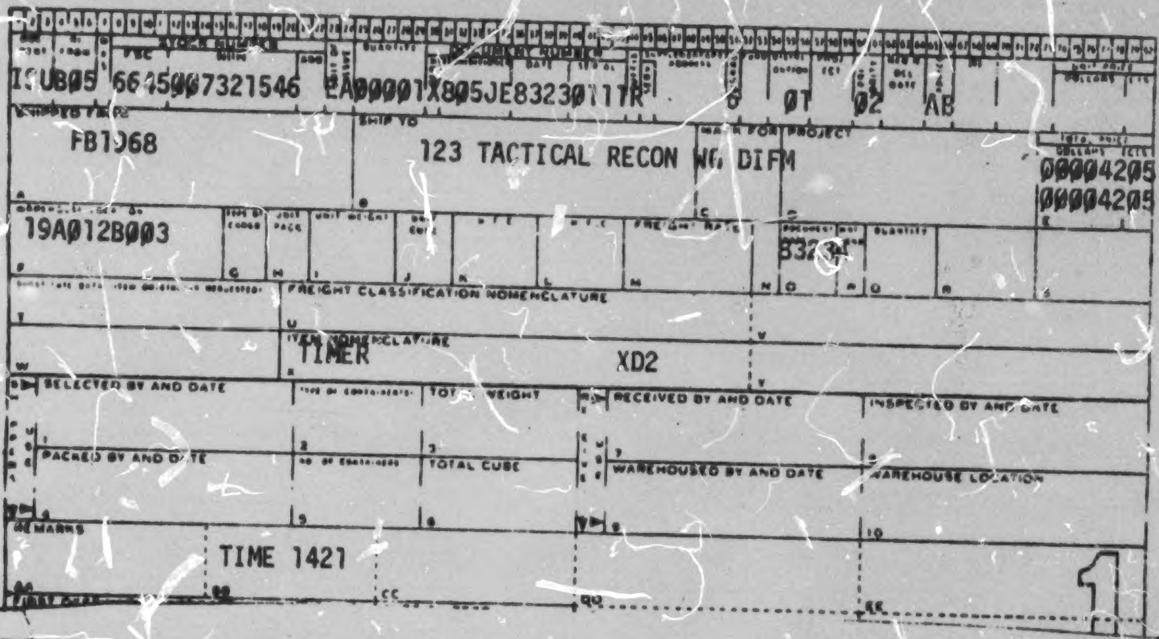


FCS KR32 6400 0$5 4794 6PS GASKET 01
19A001B006 422? FA

STOCK NUMBER
QUANTITY
SUP ADR
DOCUMENT NUMBER
SERV.
REQUISITIONER
DOC IDENT
QUANTITY
REQ DEL DATE
ADVICE
SIGNATURE
BASE SUPPLY SYSTEM CARD

Problem Two

Item 6645007321546 is under inventory but you have received the following issue document for it. The UND is "A", so you know that the item qualifies for emergency issue. Use the information on the document to record the emergency issue on the recap sheet printed below it.



ISUB05 6645007321546 EA00001X805JE83230111R 6 0T 02 AB

FB1068

SHIP TO

123 TACTICAL RECON WG DIFM

00004205

00004205

19A012B003

8323

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE

TIMER XD2

SELECTED BY AND DATE

TOTAL WEIGHT

RECEIVED BY AND DATE

INSPECTED BY AND DATE

PACKED BY AND DATE

TOTAL CUBE

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS

TIME 1421

1

Recap Sheet for Warehouse 19, Stockroom A

NSN	TRIC	System Designator	Document Number	Quantity	Warehouse Location
66250067046554	ISU	01	X801MC83230107	1	19A010D003
20[illegible]00055[illegible]427	ISU	01	X801MC83230108	1	19A001C001
6620006635[illegible]22	ISU	01	X801AR83230109	1	19A003D004

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August 1978

INVENTORY PROCEDURES

Block III, Lesson 7

Key to Workbook Problems

Problem One
- a. three
- b. one

Problem Two

Recap Sheet for Warehouse 19, Stockroom A					
NSN	TRIC	System Designator	Document Number	Quantity	Warehouse Location
6625007006555	ISU	01	XF01NC83236107	1	19A006 D003
2540005551427	ISU	01	X801MC83236108	1	19A001 C 001
6620006635732	ISU	01	XF01AR83236109	1	19A003 D004
6645006732154[illegible]	ISU	01	XA55JE83236111	1	19A012 B003

Supersedes WB KEY 002-03-07-01 dated March 1978.

002-03-07-01WBKEY

PROGRAMMED TEXT 366

002-04-01-01

Technical Training

Materiel Facilities Specialist

RECEIVING PROCEDURES, PART ONE

August 1978

LOWRY TECHNICAL TRAINING CENTER
3440th Technical Training Group
Lowry Air Force Base, Colorado

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ATC FORM 214 (JAN 75) OBSOLETES ATC FORMS 214, MAY 69 522, NOV 63 AND 523, MAY 71. STANDARD COVERSHEET

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Supply Training Branch
Lowry Air Force Base, Colorado

PT G3ABR64531 000
August 1978

RECEIVING PROCEDURES, PART ONE

SCOPE

Base Supply has a tremendous responsibility for supporting all base organizations in their supply requests and requirements. To provide maximum support for organizational requirements, Base Supply figures future requirements from past item use and requisitions the required items from a source of supply. This is when the Receiving Section enters the picture; responsible to the Materiel Storage and Distribution Branch, Receiving has one of the most important jobs in Base Supply. Every piece of property that enters the Base Supply system must be processed through this section. Due to the variety of items which are processed by this section, many different processing actions are required. Suppose, for a moment, that you found the following property just off-loaded on your receiving line: a carton of distemper serum for police dogs, a box of .38 caliber ammunition, a box of photographic film and a carton of sensitive electronic equipment. If it's lunch time, plan on a growling stomach for a little while; none of these four can be left sitting while you chow down. All of them require immediate processing to different protective areas; some should have been delivered to other places instead of coming to you; at least two will ruin if not immediately refrigerated.

As with everything, however, you have to learn to walk before you can run. Before you can really understand all the interesting varieties of receiving procedures, you must learn the basic procedures common to all Receiving Sections. In this lesson we're going to learn receiving procedures, including exceptional procedures. As you will see, it is a very complex and important function of Base Supply.

OBJECTIVES

(1) File five receipt due-in cards in the correct sequence.

(2) **Make the necessary inchecker and inspector entries on receiving documents for two problem situations.**

Supersedes PT 002-04-01-01 dated March 1978.

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(3) Given two serviceable tags and two sets of receiving documents, prepare property for inchecking by selecting the receiving document that matches each tag.

DIRECTIONS

To complete this lesson you will need this text, a workbook, a sheet of scratch paper, and AIS Module Test Form #4. You will find embedded questions throughout the text. Answer them on a sheet of scratch paper. A key to the correct answers is provided at the instructor's desk. If you have any questions, be sure to ask your instructor for help.

Each Branch of the military service (Army, Navy, Air Force, Marines) has an organization which is responsible for supporting base activities with their supply requests. The organization in the Air Force is known as Base Supply. In the past, whenever material was requisitioned from a source of supply, the different service branches used their own particular procedures and forms for processing their requisitions. Because of the different procedures and forms, this put a burden on the source of supply who was providing common items to all military services.

The Department of Defense (DOD) analyzed the problem and devised a system known as MILSTRIP. This is pronounced MIL'STRIP and means "Military Standard Requisitioning and Issue Procedures." This system was created to allow standard procedures, forms, and formats to be used by all military service branches.

MILSTRIP, as the name implies, is (1) a requisitioning procedure used to obtain material from a source of supply, and (2) an issuing procedure used by the source of supply for releasing the property to the requesting service branch. MILSTRIP does not apply to local transactions such as issues and turn-ins, which are governed by our own AF supply procedures. However, we use MILSTRIP forms and codes to process requisitions, receipts, shipments, and transfers.

Some types of requisitions are prepared automatically by the computer. There are two reasons for automatic requisitions: (1) stock replenishment and (2) to satisfy an organizational due-out.

A stock replenishment requisition is submitted to a source of supply by Base Supply in order to replace items which were issued to customers. Most items have a reorder point determined by the computer. There are many factors used in computing an item's reorder point. Here's an example of how a stock replenishment requisition is created based on a reorder point.

Suppose Base Supply has an authorized level of ten each relays to be stocked in the warehouse. The reorder point for this relay is six. To satisfy customer demands, five relays have been issued, leaving a total of five each in stock. The reorder point is six and the stock is down to five so the computer automatically prepares a requisition to order five relays from the source of supply. The reason for the requisition is to replenish the stock.

A requisition to satisfy an organizational due-out is not as clear-cut as replenishing stock. There are many rules and different procedures and exceptions to both. The simplest procedure used is to program the computer to automatically requisition the item when certain requirements have been met. When an organization's request for an item cannot be filled by Base Supply and the request meets other established requirements, the computer will requisition the item from the source of supply. Eventually, Base Supply will issue the item to the organization (customer). When Base Supply owes an item to an organization, the debt is called a due-out. Thus we have a requisition to satisfy an organizational due-out.

If you're thinking about the tremendous number of requisitions Base Supply must make just to keep things running, you're on the ball. Imagine what kind of record-keeping system is required to know, at all times, all the items coming to us from various sources of supply as well as all the items due-out to our customers. As with requisitions, the easiest way to do this is to program the computer to automatically maintain up-to-date records.

When a requisition to satisfy an organizational due-out is output, two different detail records are established in the computer. (Remember detail records are short-lived records and are eliminated when no longer required). A due-in detail record is established to control the requisition due-in from a source of supply, and a second detail record called a due-out detail, is established to control the item due-out to an organization. Here is a good way to remember how it works:

SOURCE OF SUPPLY
(owes property to Base Supply)
↓
due-in
↓
BASE SUPPLY
(owes property to the organization)
↓
due-out
↓
ORGANIZATION

Hopefully, somewhere along your route in this course you have wondered about the importance of certain items over other items. Surely a part for a grounded aircraft is more important than a requisition for thumbtacks. And you're right. Everything in Base Supply is requisitioned, issued, and delivered according to a priority code which tells how badly the item is needed for the mission of the organization. The code used to requisition items is called, logically enough, requisition priority designator (RPD). RPD codes range from 01 through 15; codes 01 through 08 are priority (very important) items and codes 09 through 15 are routine stock replenishment items.

When the source of supply receives requisitions from a Base Supply, the source of supply reacts in accordance with the priority assigned to the requisition. For example, priority 02 requisitions are processed before requisitions containing a priority 03, and requisitions having a priority of 03 are processed before requisitions having a priority 05. The lower the number, the higher the priority.

You just learned that certain items are requisitioned automatically by the computer. But how does Base Supply know what has been requisitioned, how many, and from whom, if the computer takes care of requisitioning? Easy. When the computer outputs the requisition, it outputs at the same time a receipt due-in card. The requisition is transceived to the appropriate source of supply, and the receipt due-in card is sent to the Receiving Section in the Materiel Storage and Distribution Branch. Remember, that's where all FB or FE incoming property is received from sources of supply.

Look at figure 1; it's a sample receipt due-in card. It is almost identical to the requisition card sent to the source of supply. There are certain things you must know about this card. Follow along the card columns as each is explained.

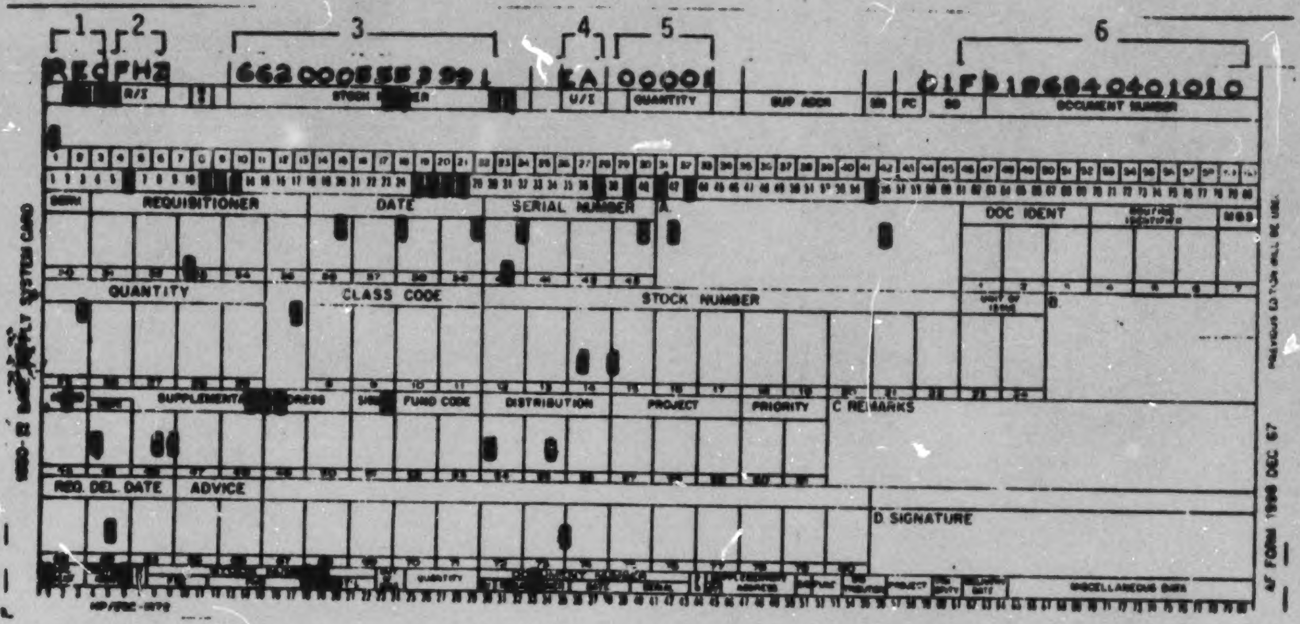

1
2
3
4
5
6
RECFHZ
6620005553991
EA
00001
C1FB19684040 1010
R/I
STOCK NUMBER
U/I
QUANTITY
SUP ADDR
FC
SD
DOCUMENT NUMBER
SERV
REQUISITIONER
DATE
SERIAL NUMBER
A.
DOC IDENT
ROUTING IDENTIFIER
MGS
QUANTITY
CLASS CODE
STOCK NUMBER
UNIT OF ISSUE
B.
SUPPLEMENTARY ADDRESS
SIGNAL
FUND CODE
DISTRIBUTION
PROJECT
PRIORITY
C REMARKS
REQ. DEL. DATE
ADVICE
D SIGNATURE
BASE SUPPLY SYSTEM CARD
AF FORM 1996 DEC 67
PREVIOUS EDITION WILL BE USED.
MISCELLANEOUS DATA

Figure 1

1. Transaction Identification Code/TRIC. This code tells what kind of supply action is being taken. In this case, REC stands for "receipt".

2. Routing Identifier Code. Tells the source of supply. FHZ represents Oklahoma City Air Logistics Center.

3. National Stock Number. Only one per REC transaction.

4. Unit of Issue. EA=each.

5. Quantity. One in this case.

6. Requisition Document Number: FB1968 4040 1010
   SRAN DATE SERIAL NUMBER

We must stop here to break down and understand the parts of the last item, the requisition document number. We will take each part of the requisition number one at a time and explain what it means.

SRAN. Every Air Force installation has an identifying number called a stock record account number (SRAN-pronounced as a one-syllable word). The number is always the first six digits in a requisition number and identifies the installation ordering the item. In the example, the SRAN FB1968 identifies Lowry AFB, Colorado.

Julian Date. There's a small difference between the date you're used to writing and the way you'll have to write it in the Air Force. Whenever dates are used on forms in a Standard Base Supply System, a special way of writing that date is used. This is because many times the dates must be input to the computer, and 28 Jan 75 takes up too many spaces. Instead, the Air Force uses a four-digit number; this number is called the Julian date. The first position of the Julian date indicates the year. For example, 5164 indicates the year 1975. The other three positions identify the day of the year. Since there are 365 days in a year, this three position number would run from 001, 1 January, through 365, 31 December. 23 January 1975 would convert to 5023 Julian date. The classrooms in this course, as well as your future place of duty, will have the correct Julian date posted for you to use because you'll have to use it every day.

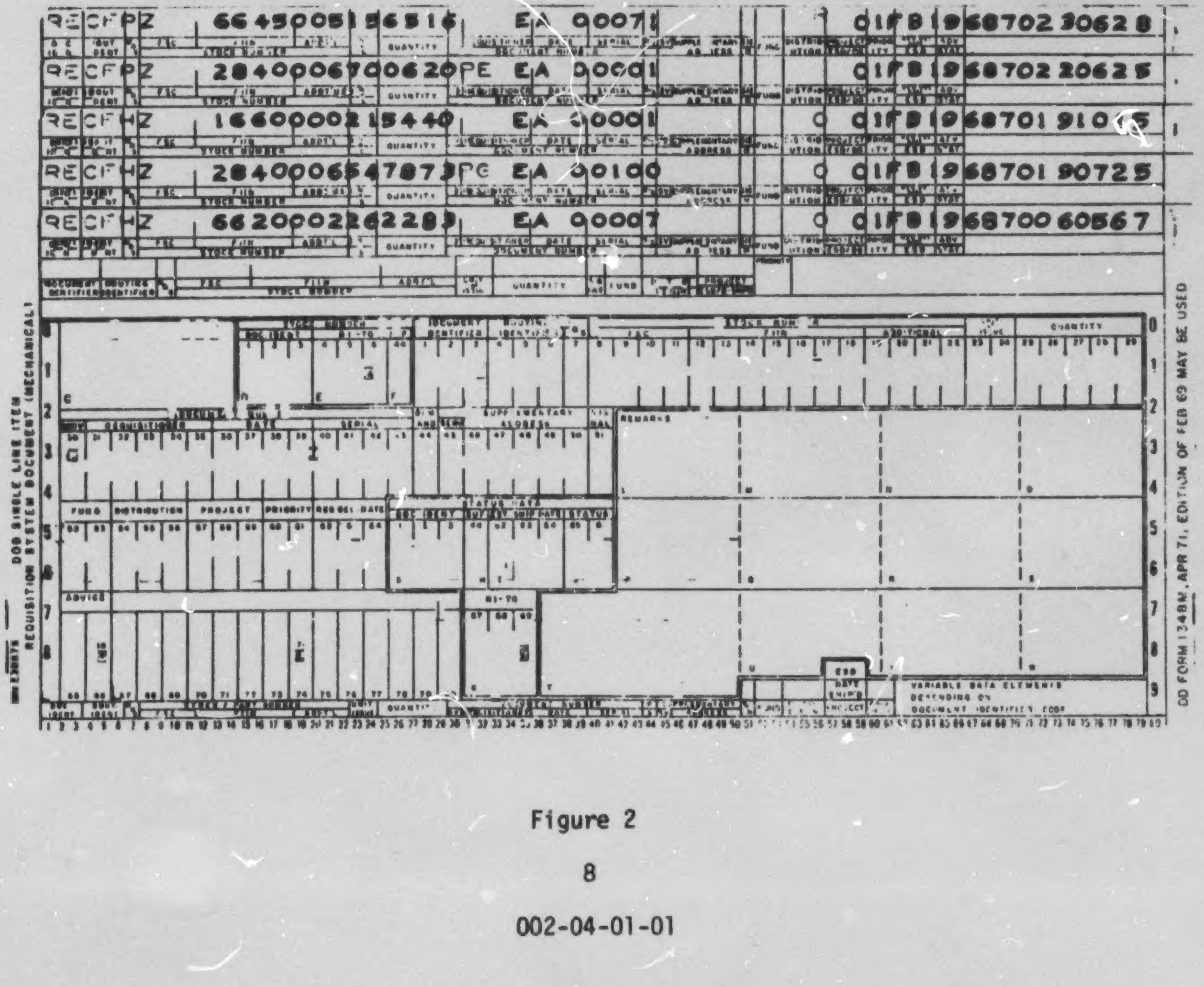
As the Julian date in the sample figure on page 6 is 4040, it breaks down as follows:

4 = 1974
0
4 = the 40th day of the year, or 9 February
0

Serial Number. Still looking at the sample figure on page 6, look at the last four digits of the requisition number. These four numbers are called the serial number. The computer assigns serial numbers to requisitions automatically beginning every morning with 0001.

You may be asking "Do I really need to learn all this?" Definitely yes. Not only may you be assigned to the Receiving Section at your next base, you must actually use this information in this course now and before you graduate. So let's use it.

When the computer outputs the receipt due-in card (REC card) and it arrives in the Receiving Section, it is filed in the Receipt Due-in Card File in requisition number sequence. This means that the card is filed in order by its last eight digits, first by Julian date, then by serial number. Take a few minutes to study the filing order shown in figure 2. Remember how it is done because you're going to have to do it yourself pretty soon.



REC FPZ 6645005156516 EA 00071 01FB1968702 30628

REC FPZ 2840006700620PE EA 00001 01FB1968702 20625

REC FHZ 1660000215440 EA 00001 0 01FB1968701 910[illegible]5

REC FHZ 2840006547873PG EA 00100 0 01FB1968701 90725

REC FHZ 6620002262283 EA 00007 0 01FB1968700 60567

DOD SINGLE LINE ITEM
REQUISITION SYSTEM DOCUMENT (MECHANICAL)
DD FORM 1348M, APR 71, EDITION OF FEB 69 MAY BE USED
VARIABLE DATA ELEMENTS DEPENDING ON DOCUMENT IDENTIFIER CODE
REMARKS
ADVICE
QUANTITY
STOCK NUMBER

Figure 2

A complete new REC file is output by the computer as often as the Chief of Supply determines one is needed. The volume of requisitions alone could influence his decision; he may determine that a new file is needed every two weeks, once a month, or once every two months. When certain types of changes are made to internal records which affect the requisitioned stock number, a replacement REC card is automatically output to replace the one in file.

Take a few minutes and answer the following questions on a sheet of scratch paper. Once you have finished answering these questions check your responses against the answer key that your instructor has.

Q1. What does MILSTRIP stand for?

Q2. Requisitions are prepared by the computer for what two reasons?

Q3. Requisitions are transceived to who?

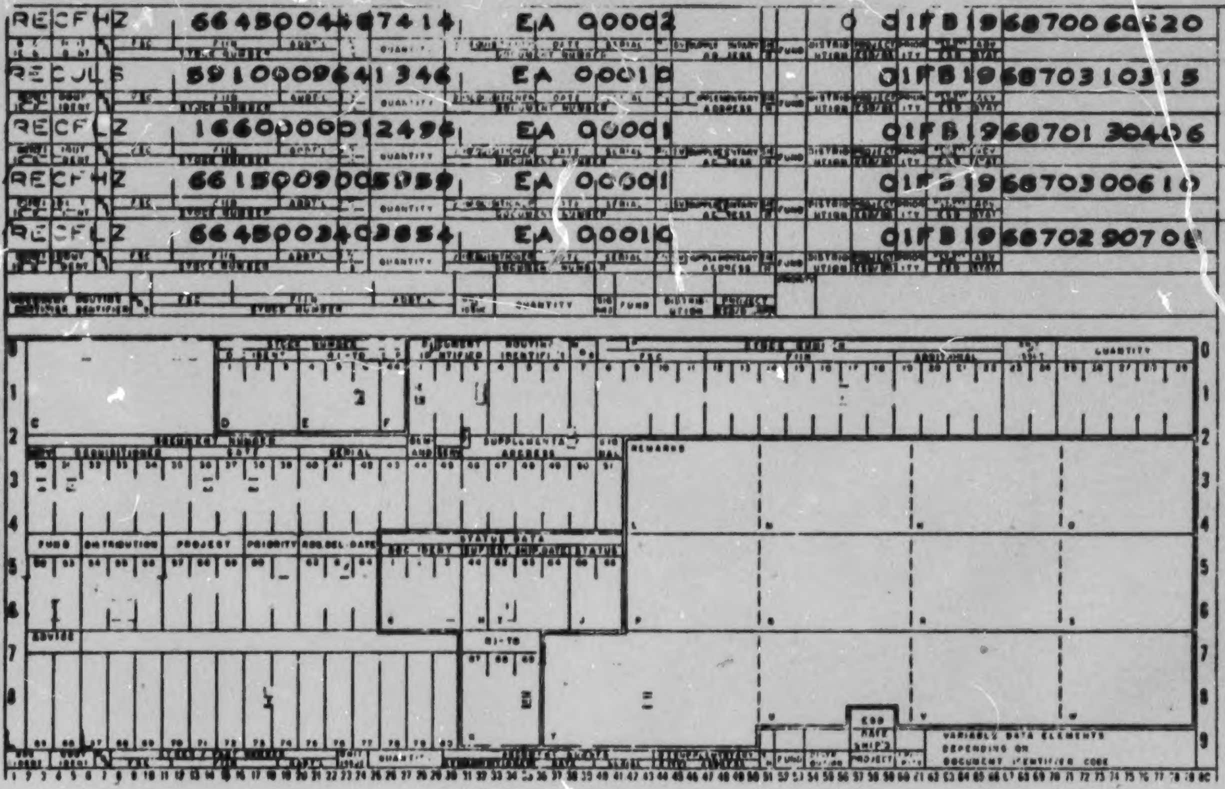
Q4. When is a receipt due-in card prepared by the computer?

Q5. What is the TRIC for a receipt due-in card?

Q6. Receipt due-in cards are filed in ______________ sequence.

Q7. How often is a new receipt due-in card file output?

Q8. Arrange the receipt due-in cards shown below in proper sequence. (d., c., a., etc.).



a. RECFHZ 6645004487414 EA 00002 0 01FB19 6870060620

b. RECJLS 5910009641346 EA 00010 01FB19 6870310315

c. RECFLZ 1660000012496 EA 00001 01FB19 6870130406

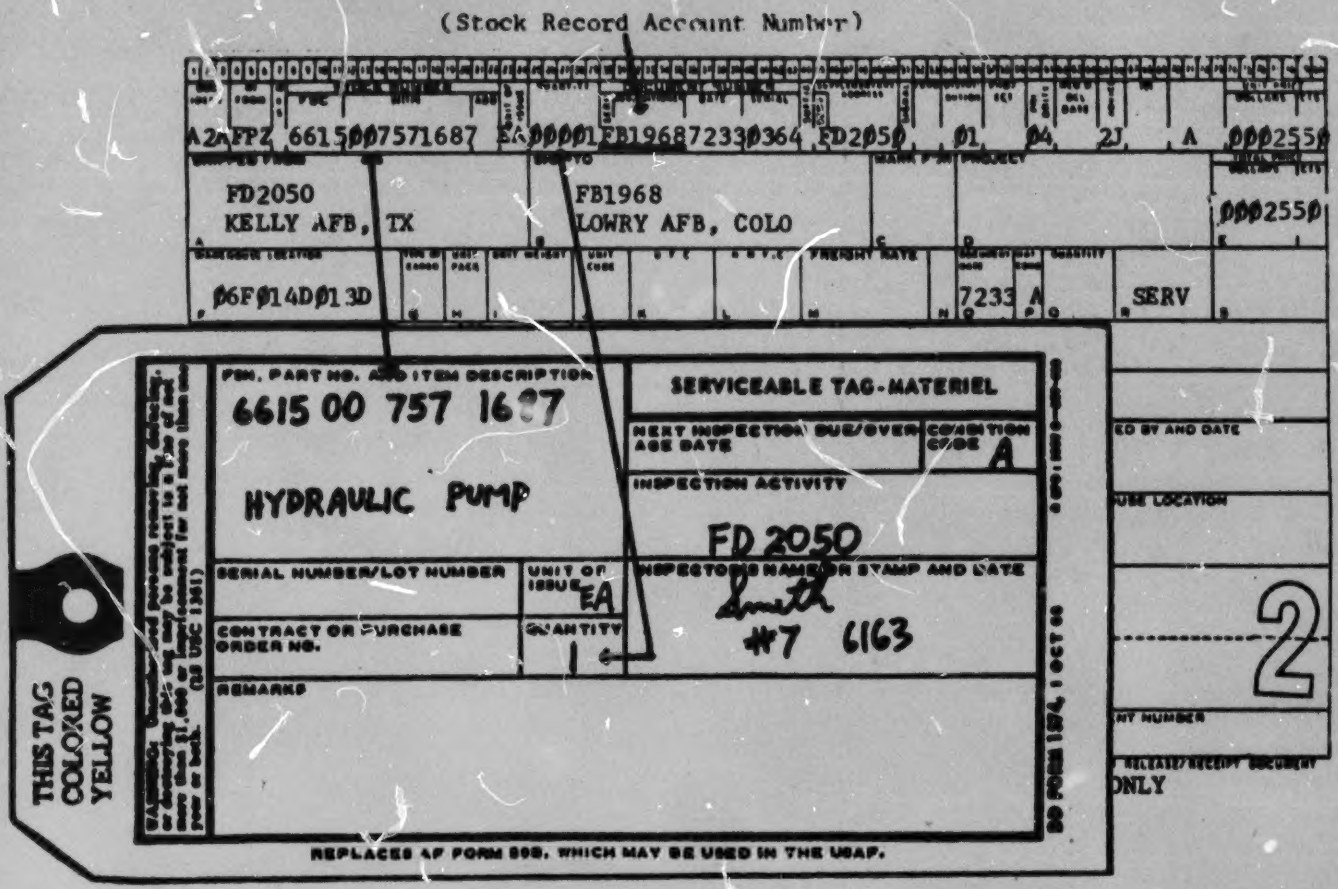
d. RECFHZ 6615009005959 EA 00001 01FB19 6870300610

e. RECFLZ 6645003403854 EA 00010 01FB19 6870290708

DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MECHANICAL)

DD FORM 1348M, APR 71, EDITION OF 1 [illegible] 68 MAY BE USED

Supplies are requisitioned by other sections in Base Supply, but the Receiving Section has the responsibility for receiving all incoming property destined for the FB (supplies) or FE (equipment) accounts in Base Supply. When the transportation carrier arrives with property, whether by truck, rail car, or parcel post, a transportation representative and the receiving inchecker must process and sign for the property. As the property is removed from the transportation carrier, they check to insure that each piece is addressed to the FB/FE stock record account. If the address is correct, the property is sorted and matched with the paperwork. There should always be a receiving document (DD Form 1348-1) for each item received. DD Form 1348-1 is output by the depot in four copies. The first copy is kept by the person who shipped the property and the remaining copies accompany the property. The inchecker removes the receiving documents from the shipping container and compares it with the serviceable tag (DD Form 1574) or serviceable label (DD Form 1574-1) that is attached to the property. This is done to verify that the stock number received is the same as the one shown on the receiving document. The quantity received and the quantity printed on the receiving document arealso compared. The stock record account number (SRAN) on the receiving document is reviewed to insure that each Base Supply receives only those items that are addressed properly. Figure 3 is a sample of the receiving document being compared with a serviceable tag. Take a few minutes to look at the example in figure 3 and familiarize yourself with the location of the different check points.



(Stock Record Account Number)

A2AFPZ 6615007571687 EA00001FB19687233036 4 FD2050 01 04 2J A 0002550

FD2050
KELLY AFB, TX

FB1968
LOWRY AFB, COLO

0002550

06F014D013D

7233 A SERV

SERVICEABLE TAG-MATERIEL

FSN, PART NO. AND ITEM DESCRIPTION: 6615 00 757 1687 HYDRAULIC PUMP

NEXT INSPECTION DUE/OVERAGE DATE

CONDITION CODE: A

INSPECTION ACTIVITY: FD 2050

SERIAL NUMBER/LOT NUMBER

UNIT OF ISSUE: EA

INSPECTOR'S NAME OR STAMP AND DATE: Smith #7 6163

CONTRACT OR PURCHASE ORDER NO.

QUANTITY: 1

REMARKS

DD FORM 1574, 1 OCT 66

REPLACES AF FORM 399, WHICH MAY BE USED IN THE USAF.

THIS TAG COLORED YELLOW

Figure 3

In addition to checking property visually to insure identity and agreement with the documentation, you should check each piece closely for visual damage. If certain items have visual damage or some items are missing, the inchecker obtains the signature of the carrier's agent on the bill of lading that accompanies the property. After these checks have been made, the inchecker receipts for the property that was off-loaded.

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Normally, anyone assigned to the Receiving Section can receipt for property after it is off-loaded from the transportation carrier. However, if an item is "classified", only those persons that have been authorized and identified by the Chief of Supply can receipt for these items. Personnel authorized to receipt for classified property must possess a DD Form 577, Signature Card, and must show it to the individual delivering (transportation carrier) the property before signing for it. These items should never be left unattended after receipt except when secured in a classified storage area. Every Receiving Section has an established classified storage area. Receipts of classified material will be afforded priority handling throughout the receiving process.

Before we continue with the next step in the receiving process, answer these questions on a piece of scratch paper.

Q9. What check points are made when comparing the receiving document and the serviceable tag or label?

Q10. Who can receipt for "classified" property?

Q11. When, if ever, can "classified" property be left unattended after it has been receipted for?

Q12. Whose signature is obtained if damage to property is discovered during off-loading?

Match the receiving documents shown in figure 4 with the serviceable tags displayed for the next three questions. Be sure to compare the required check points.

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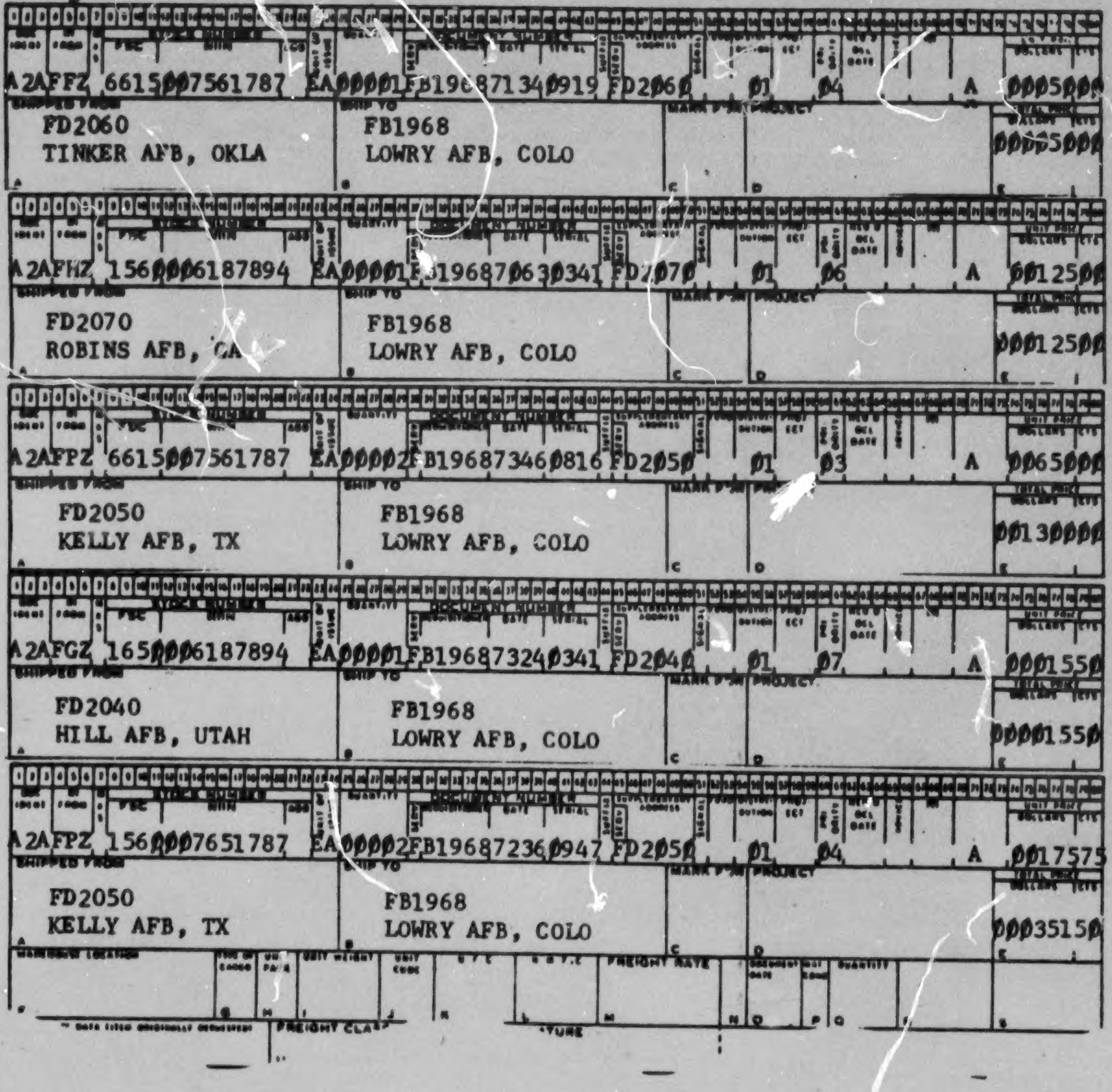


a.

A2AFFZ 6615007561787 EA00001FB196871340919 FD2060 01 04 A 0005000

FD2060
TINKER AFB, OKLA

FB1968
LOWRY AFB, COLO

00005000

b.

A2AFHZ 1560006187894 EA00001FB196870630341 FD2070 01 06 A 0012500

FD2070
ROBINS AFB, GA

FB1968
LOWRY AFB, COLO

00012500

c.

A2AFPZ 6615007561787 EA00002FB196873460816 FD2050 01 03 A 0065000

FD2050
KELLY AFB, TX

FB1968
LOWRY AFB, COLO

00130000

d.

A2AFGZ 1650006187894 EA00001FB196873240341 FD2040 01 07 A 0001550

FD2040
HILL AFB, UTAH

FB1968
LOWRY AFB, COLO

00001550

e.

A2AFPZ 1560007651787 EA00002FB196872360947 FD2050 01 04 A 0017575

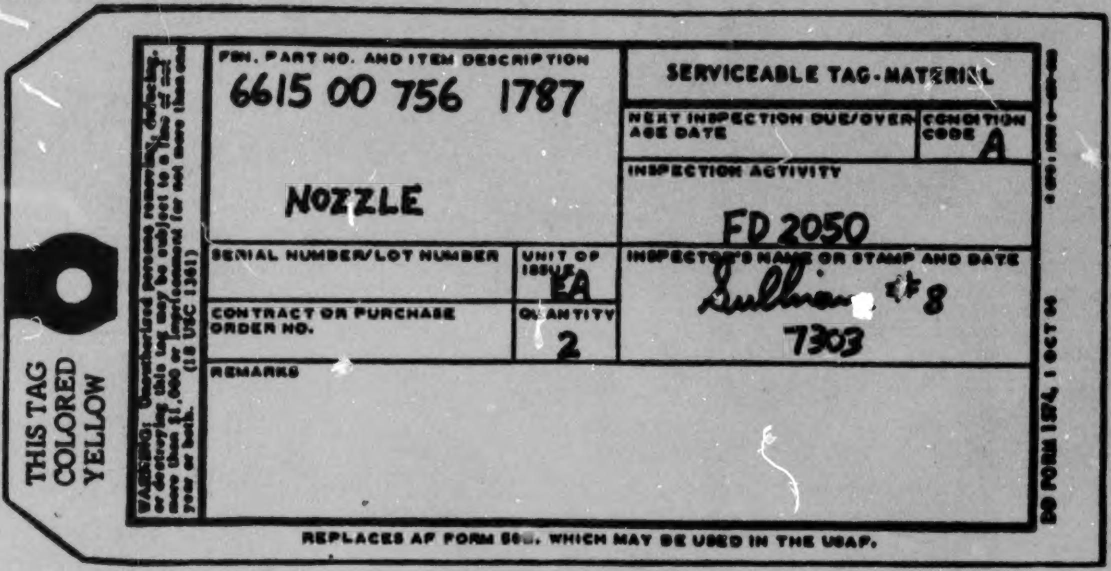
FD2050
KELLY AFB, TX

FB1968
LOWRY AFB, COLO

00035150

Figure 4

Q13. Which receiving document matches the serviceable tag shown below?



THIS TAG COLORED YELLOW

WARNING: Unauthorized persons removing, defacing, or destroying this tag may be subject to a fine of not more than $1,000 or imprisonment for not more than one year or both. (18 USC 1361)

FSN, PART NO. AND ITEM DESCRIPTION: 6615 00 756 1787 NOZZLE

SERVICEABLE TAG-MATERIEL

NEXT INSPECTION DUE/OVERAGE DATE:

CONDITION CODE: A

INSPECTION ACTIVITY: FD 2050

SERIAL NUMBER/LOT NUMBER:

UNIT OF ISSUE: EA

INSPECTOR'S NAME OR STAMP AND DATE: Sullivan #8 7303

CONTRACT OR PURCHASE ORDER NO.:

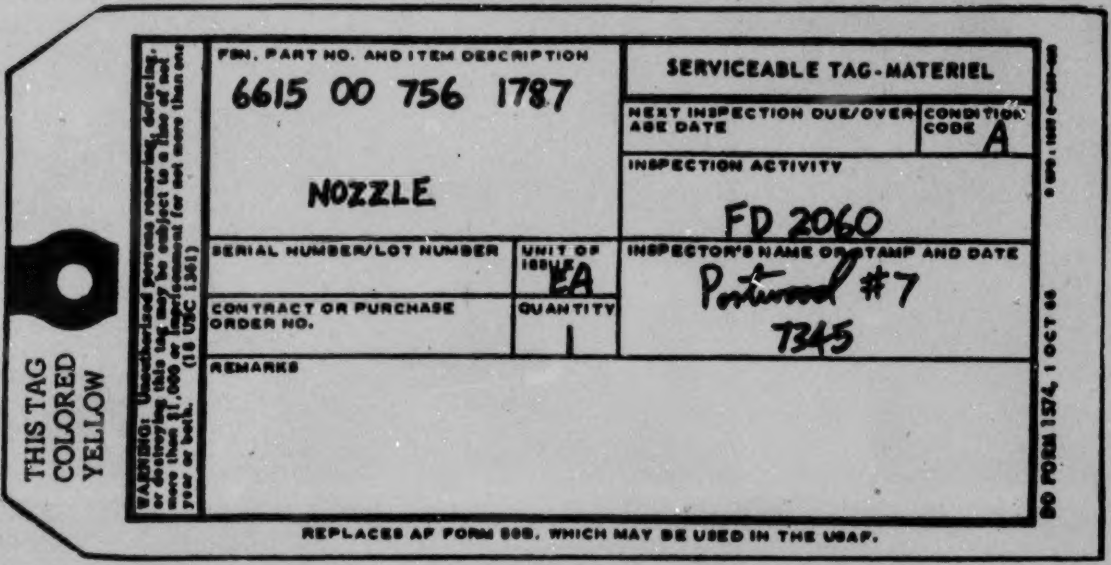
QUANTITY: 2

REMARKS:

DD FORM 1574, 1 OCT 65

REPLACES AF FORM 50B, WHICH MAY BE USED IN THE USAF.

Q14. Which receiving document matches the serviceable tag shown below?



THIS TAG COLORED YELLOW

WARNING: Unauthorized persons removing, defacing, or destroying this tag may be subject to a fine of not more than $1,000 or imprisonment for not more than one year or both. (18 USC 1361)

FSN, PART NO. AND ITEM DESCRIPTION: 6615 00 756 1787 NOZZLE

SERVICEABLE TAG-MATERIEL

NEXT INSPECTION DUE/OVERAGE DATE:

CONDITION CODE: A

INSPECTION ACTIVITY: FD 2060

SERIAL NUMBER/LOT NUMBER:

UNIT OF ISSUE: EA

INSPECTOR'S NAME OR STAMP AND DATE: Portwood #7 7345

CONTRACT OR PURCHASE ORDER NO.:

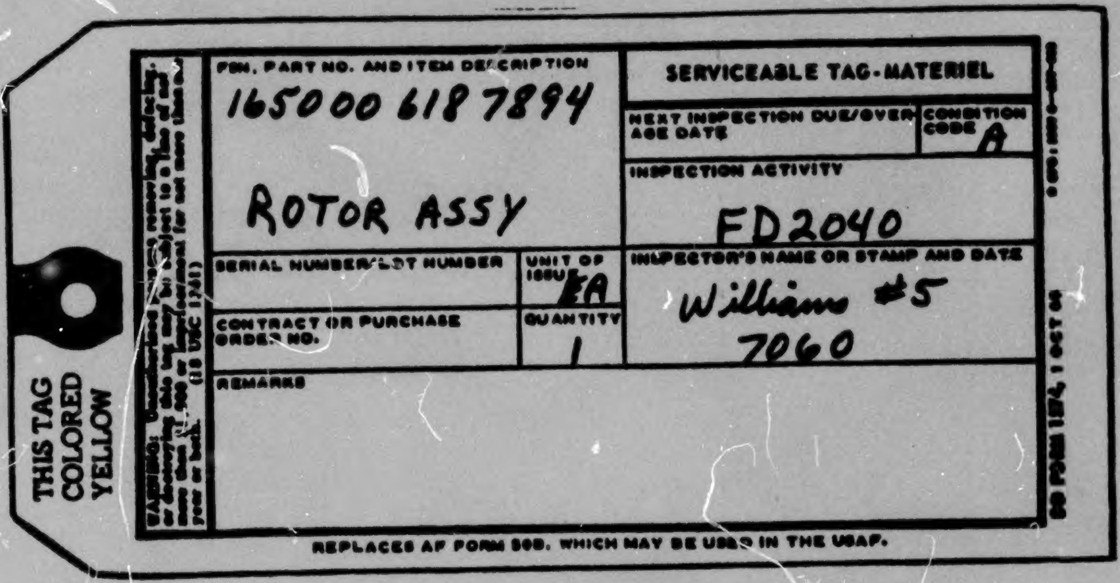
QUANTITY: 1

REMARKS:

DD FORM 1574, 1 OCT 65

REPLACES AF FORM 50B, WHICH MAY BE USED IN THE USAF.

Q15. Which receiving document matches the serviceable tag shown below?



THIS TAG COLORED YELLOW

SERVICEABLE TAG-MATERIEL

FSN, PART NO. AND ITEM DESCRIPTION	165000 618 7894 ROTOR ASSY
NEXT INSPECTION DUE/OVERAGE DATE	
CONDITION CODE	A
INSPECTION ACTIVITY	FD2040
SERIAL NUMBER/LOT NUMBER	
UNIT OF ISSUE	EA
CONTRACT OR PURCHASE ORDER NO.	
QUANTITY	1
INSPECTOR'S NAME OR STAMP AND DATE	Williams #5 7060
REMARKS	

DD FORM 1574, 1 OCT 64

REPLACES AF FORM 90B, WHICH MAY BE USED IN THE USAF.

Q16. How many copies of the receiving document are received with property delivered to Base Supply?

Once the property is off-loaded and receipted for, it's time to begin the processing procedure. The first step in the process is to incheck the property. This is accomplished, logically enough, by the inchecker. He is to prepare the property for inchecking by arranging the items according to priority and whether it's classified, sensitive or hazardous. Classified property and receipts containing priority 01 through 08 (cc 60 and 61 on the receiving document) must be processed first. After the property is segregated the inchecker removes all three copies of the receiving document so that he/she can physically count the property received and compare it with the quantity reflected on the receiving document. Before the inchecker counts the property he stamps the first copy of the receiving document, DOCUMENT CONTROL and the third copy of the receiving document WAREHOUSE COPY.

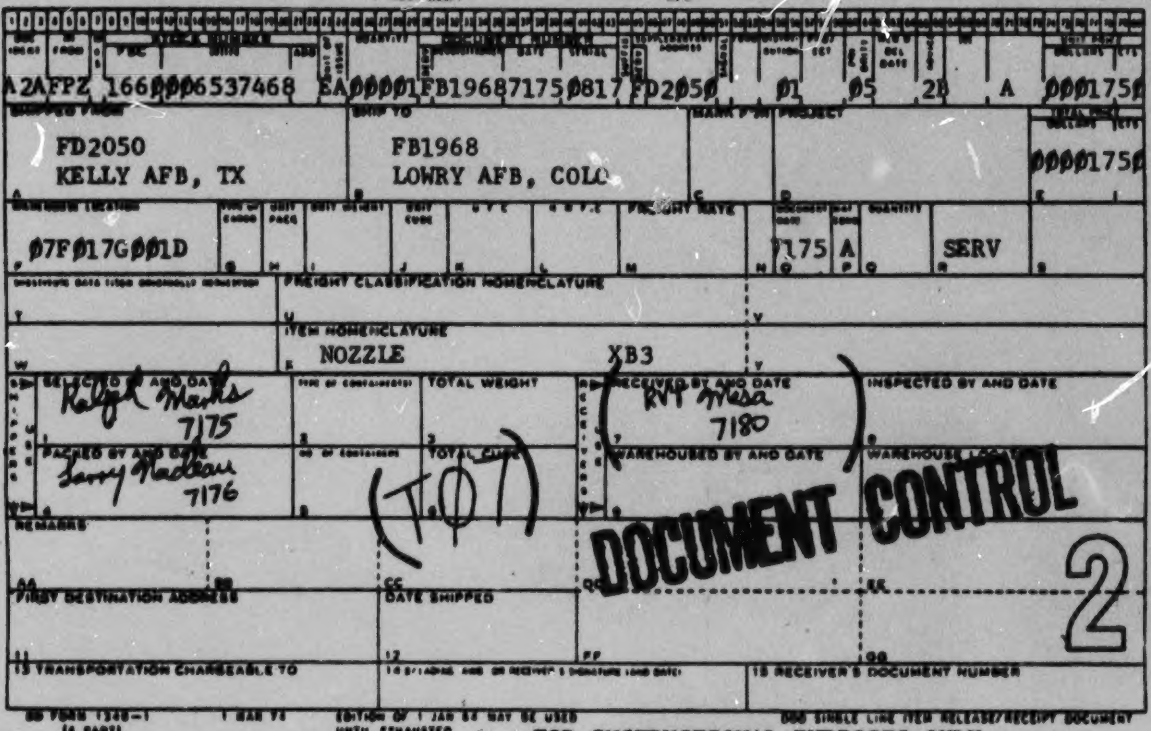
The physical count is a critical step in the inchecking function because we must make sure that the quantity received is the same as the quantity shipped (that is, the quantity shown on the receiving document). One of three possible conclusions will be brought about as a result of this comparison.

First, and most common, is a case where the physical count is the same as the quantity reflected on the receiving document. Secondly, the physical count is less than the quantity shown on the receiving document and finally, the quantity received is more than the quantity reflected on the receiving document. Let's discuss the procedure in each instance.

In the first situation where the quantity physically counted is the same as the quantity on the receiving document, the inchecker would sign and date (Julian date) the receiving document in block 7.

When the inchecker signs and dates the DD Form 1348-1, he places the property in either a tote box or hold bay. Tote boxes are for small items and hold bays are for very large items too big to fit in a tote box. Tote boxes and hold bays are identified by a three digit location designator code; the first digit is an alpha and the second and third digits are numeric. T05 would identify tote box number 5; H05 or B05 would identify hold bay number 5. (Each base has the option to use either). Tote boxes are like a rectangular plastic clothes basket with a number painted or stenciled on it. More than one receipt can be put into a tote box. Hold bays are large rectangles painted on the floor in the Receiving Section. Separate tote boxes and hold bays are used for receipts having requisition priority designators 01 through 08. Local policy decides how they will look different from routine tote boxes and hold bays. Some bases paint priority tote boxes red and paint a red stripe around the bay. Other bases stripe the tote box and reserve certain bay numbers for priority items. Regardless of the method used, priority 01 through 08 items are always processed first.

When the inchecker places the property in a tote box or hold bay, he writes the three digit code on the face of the DD Form 1348-1. Then he places all copies of the DD Form 1348-1 with the property in the tote box or hold bay. Look at figure 5 and notice the entries made by the inchecker.



A2AFPZ 1660006537468 EA00001FB19687175 0817 FD2050 01 05 2B A 0001750

SHIPPED FROM
FD2050
KELLY AFB, TX

SHIP TO
FB1968
LOWRY AFB, COLO

PROJECT

00001750

07F017G001D

7175 A SERV

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE
NOZZLE XB3

SELECTED BY AND DATE
Ralph Marks
7175

TOTAL WEIGHT

RECEIVED BY AND DATE
RVT Mesa
7180

INSPECTED BY AND DATE

PACKED BY AND DATE
Larry Madean
7176

TOTAL CUBE

(T.07)

WAREHOUSED BY AND DATE

REMARKS

DOCUMENT CONTROL
2

FIRST DESTINATION ADDRESS

DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1
(6 PART)

FOR INSTRUCTIONAL PURPOSES ONLY

Figure 5

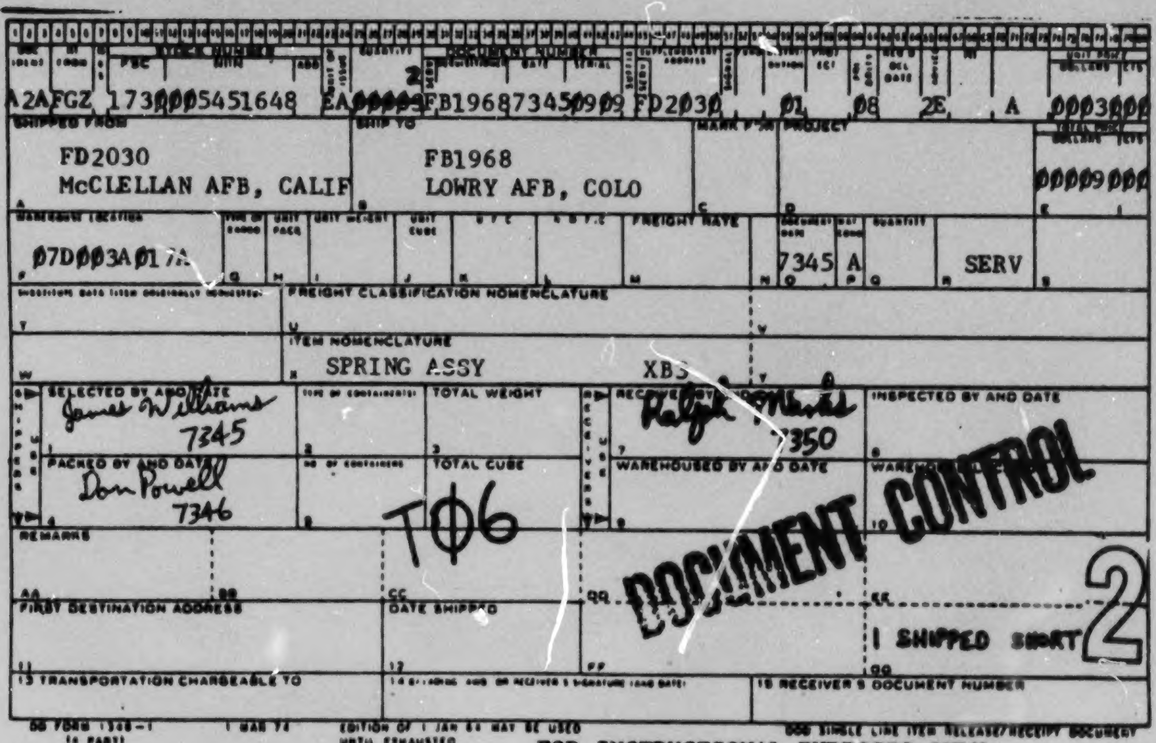
Now that you are familiar with the inchecker entries for a receipt that does not have any discrepancies, complete problem one in your workbook.

Now let's discuss the situation where the inchecker physically counts the property and discovers that the quantity received is less than the quantity shown on the receiving document. This is called a shortage.

For example, if the receiving document specifies that a quantity of three each was shipped from the source of supply, but only two each were actually received, a shortage would exist. This shortage can result from an item being lost in shipment, being stolen en route, or having the wrong quantity shipped from the source of supply. Regardless of the reason for the shortage, the computer due-in detail record must be adjusted; otherwise, the quantity short will remain on the computer until action is taken to correct the record. The due-in detail record is adjusted by modifying the receipt due-in card prior to input. The receipt due-in card is modified from the entries placed on the receiving document by the receiving clerk.

The inchecker is responsible for changing the quantity on the receiving document to reflect the actual quantity received. This is accomplished by drawing a single line through the quantity on the receiving document and manually entering the quantity received directly above the lined through quantity. In addition, the inchecker must identify the quantity short in block GG followed by the phrase "SHIPPED SHORT."

When the inchecker has completed these entries, he must sign and date block 7 and annotate the tote box or hold bay just as he did in the preceding situation. Direct your attention to figure 6 for an example of a revised receiving document. Notice that the inchecker has changed the original quantity on the top line of print (cc 25 through 29) of the receiving document, and that the phrase 1 SHIPPED SHORT appears in block GG. He has also signed and dated block 7 and annotated the tote box number on the receiving document.



2

A2AFGZ 1730005451648 EA0000 FB196873450909 FD2030 01 08 2E A 0003000

SHIPPED FROM
FD2030
McCLELLAN AFB, CALIF

SHIP TO
FB1968
LOWRY AFB, COLO

MARK FOR

PROJECT

TOTAL PRICE
00009000

WAREHOUSE LOCATION
07D003A017A

FREIGHT RATE

7345 A

SERV

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE
SPRING ASSY XB3

SELECTED BY AND DATE
James Williams
7345

TOTAL WEIGHT

PACKED BY AND DATE
Don Powell
7346

TOTAL CUBE

T06

RECEIVED BY AND DATE
Ralph Meeks
7350

INSPECTED BY AND DATE

WAREHOUSED BY AND DATE

DOCUMENT CONTROL

REMARKS

FIRST DESTINATION ADDRESS

DATE SHIPPED

1 SHIPPED SHORT

2

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1 (6 PART) 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

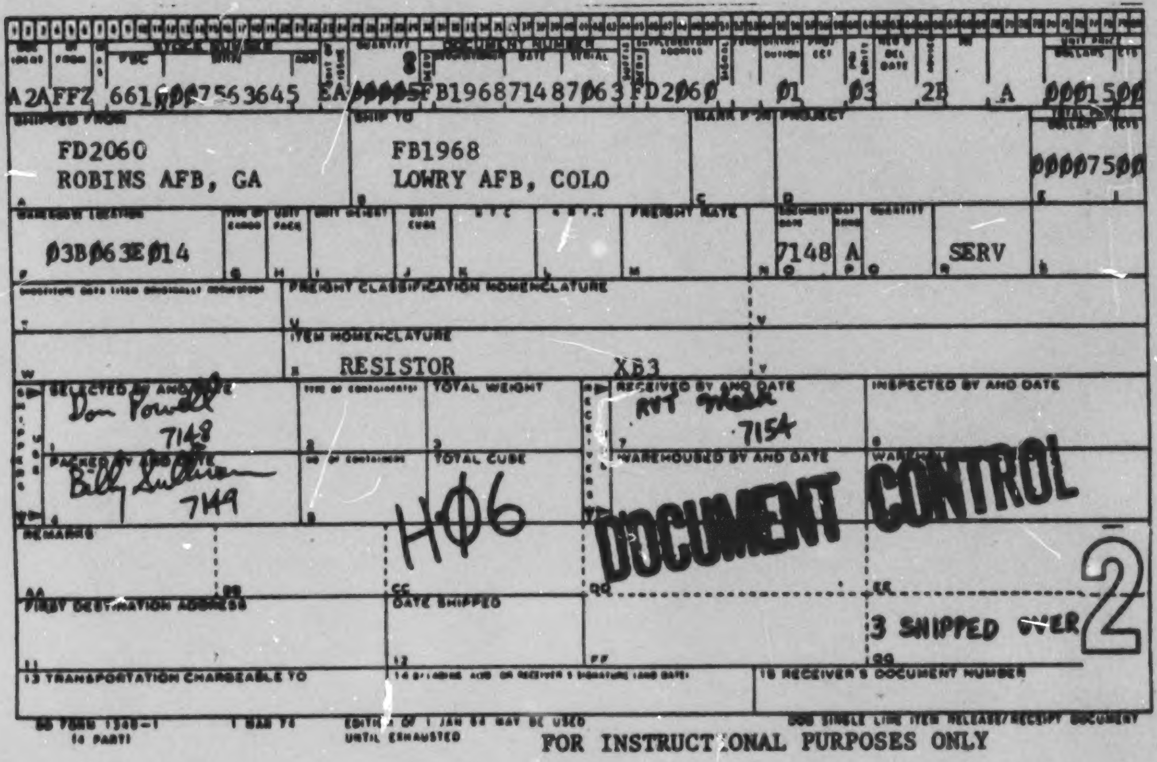
Figure 6

Now complete problem 2 of the workbook.

Suppose we have a situation where the inchecker discovers that we receive more than what was reflected as being shipped. This is called an overage.

An overage occurs when the quantity received is greater than the quantity reflected on the receiving document. The procedure for correcting the receiving document is to line through the quantity field on the top line of print (cc 25 through 29) of the receiving document and to annotate the quantity received directly above the lined through quantity. The quantity that is over is entered in block GG and followed with the phrase "SHIPPED OVER".

An example of a corrected receiving document for an overage receipt is illustrated in figure 7. Notice that the original quantity on the receiving document was five each and was changed to eight each by the inchecker. The eight each is the amount which was actually received from the source of supply. Block GG is annotated with "3 SHIPPED OVER". Again, the inchecker signs and dates block 7 and annotates the tote box or hold bay number on the receiving document.



A2AFFZ 6610007563645 EA00005FB196871487063FD2060 01 03 2B A 0001500

SHIPPED FROM
FD2060
ROBINS AFB, GA

SHIP TO
FB1968
LOWRY AFB, COLO

MARK FOR
PROJECT

00007500

WAREHOUSE LOCATION
03B063E014

FREIGHT RATE

7148 A SERV

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE
RESISTOR XB3

SELECTED BY AND DATE
Don Powell
7148

TOTAL WEIGHT

RECEIVED BY AND DATE
RVT
7154

INSPECTED BY AND DATE

PACKED BY AND DATE
Billy Sullivan
7149

TOTAL CUBE

WAREHOUSED BY AND DATE

H06

DOCUMENT CONTROL
2

REMARKS

FIRST DESTINATION ADDRESS

DATE SHIPPED

3 SHIPPED OVER

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1 (6 PART) 1 MAR 75 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

Figure 7

Now go to your workbook and complete problem three.

Use a sheet of scratch paper to answer the following questions.

Q17. What does the inchecker do with the receiving document after he has entered the tote box or hold bay number?

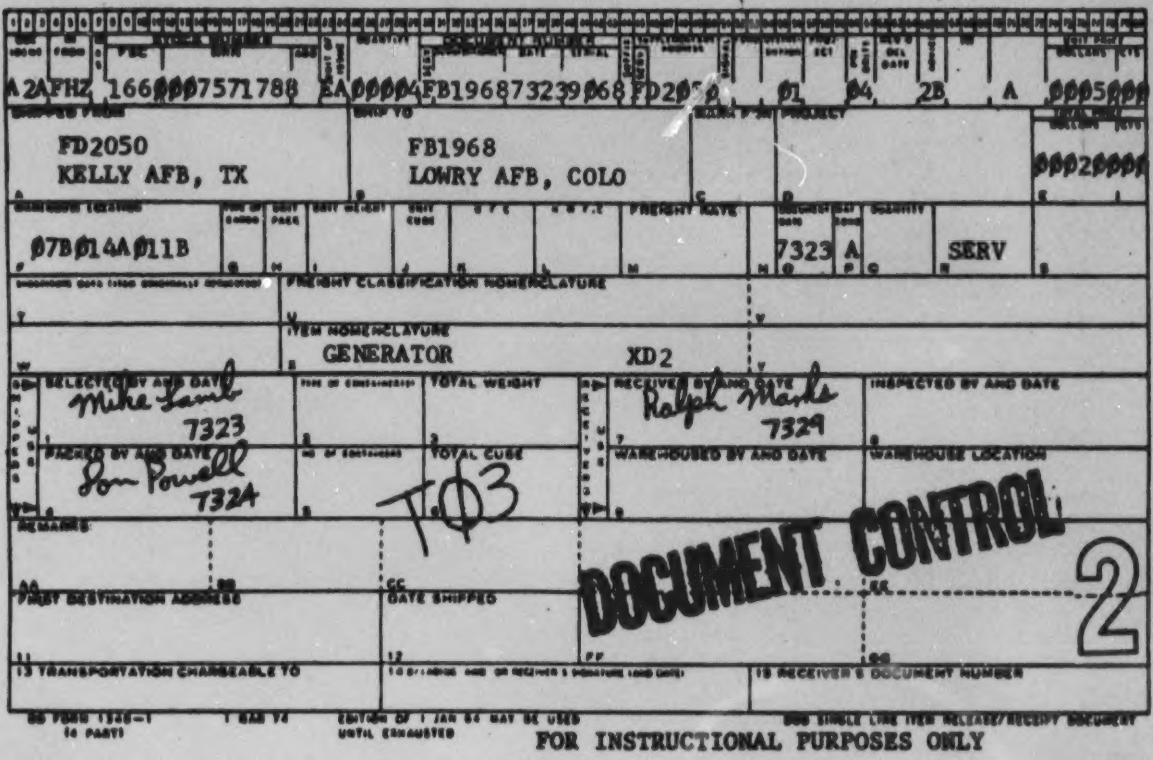
Q18. Which block of a receiving document does an inchecker sign and date?

Q19. What are receipts called when the quantity received is less than the quantity reflected on the receiving document?

Q20. What is entered in block GG of a receiving document when the quantity received is more than the printed quantity on the receipt document?

Q21. What is entered in block GG of the receiving document when the quantity received is less than the printed quantity on the receiving document?

Use figure 8 to answer questions 22 through 24.



A2AFHZ 1660007571788 EA00004FB196873239068 FD2050 01 04 2B A 000500

SHIPPED FROM
FD2050
KELLY AFB, TX

SHIP TO
FB1968
LOWRY AFB, COLO

PROJECT

000200

07B014A011B

FREIGHT RATE

7323 A

SERV

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE
GENERATOR XD2

SELECTED BY AND DATE
Mike Lamb
7323

TOTAL WEIGHT

RECEIVED BY AND DATE
Ralph Marks
7329

INSPECTED BY AND DATE

PACKED BY AND DATE
Sam Powell
7324

TOTAL CUBE

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

T.03

REMARKS

DOCUMENT CONTROL 2

FIRST DESTINATION ADDRESS

DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1
(4 PART)

EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

Figure 8

Q22. Who was the inchecker for the receipt?

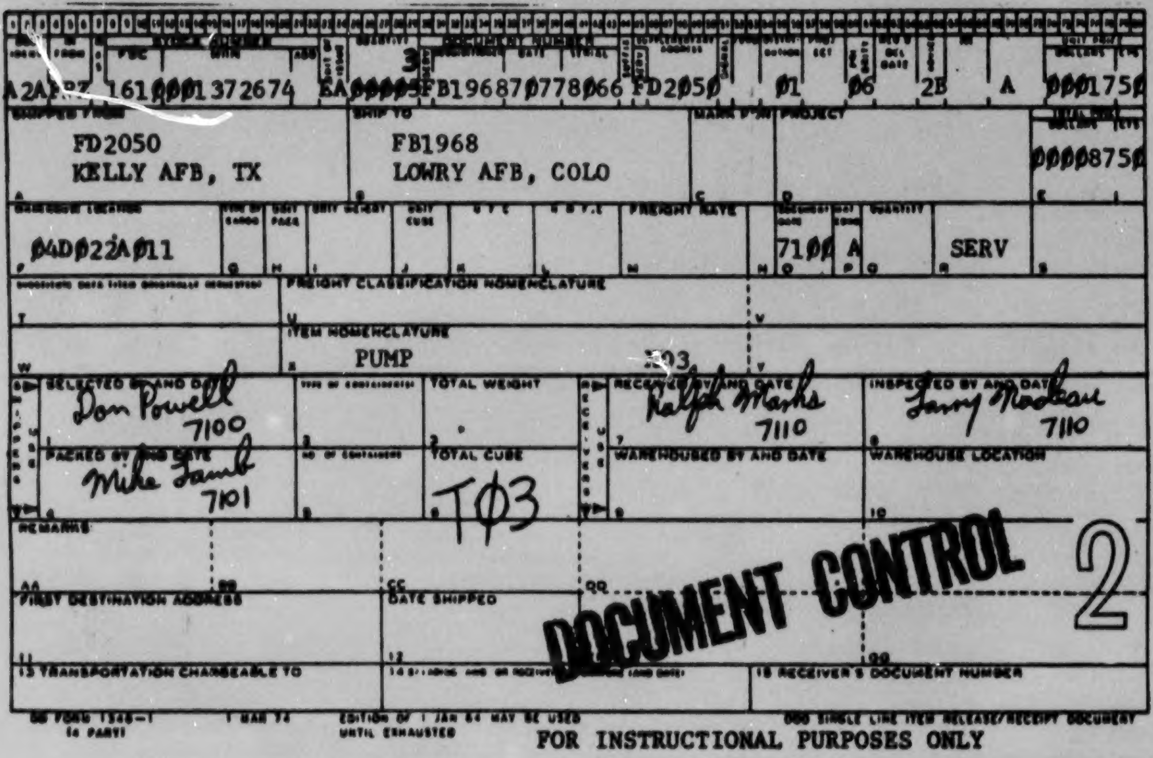
Q23. What entry would be made in block GG if you physically received five each for the receipt shown above?

Q24. What entry would be made in block GG if you physically received three each for the receipt shown above?

Grade yourself using the answer key located at your instructor's desk.

What if only a portion of the receipt is determined to be unserviceable. Receipts that contain serviceable and unserviceable (reparable) items cannot be processed on the same receiving document. When a portion of a shipment is damaged, the damaged quantity will be extracted to another receiving document using the same document number (cc 30 through 43). The extracted quantity will be processed as another transaction and TEX code P (damaged in shipment) or TEX Z (hidden defects) must be used on the input. For example: Suppose that two serviceable generators were shipped from a source of supply, and one was damaged during shipment. Both generators have the same stock number, but different conditions; one is serviceable and one is unserviceable (reparable). The serviceable and unserviceable generator inputs must be processed separately through the computer.

To accomplish this separate processing action, the damaged quantity is extracted to another receiving document and the quantity on the original receiving document is adjusted to the amount received in a serviceable condition, This means there are two separate receiving documents to be processed. Figure 16 is a sample of an adjusted receiving document for the serviceable portion. In this example, a quantity of five each was received but only three of them were serviceable. This means that two each were declared unserviceable (reparable). Notice that the quantity has been changed to reflect this condition.



A2AFPZ 1610001372674 EA00003FB196870778066 FD2050 01 06 2B A 0001750

SHIPPED FROM
FD2050
KELLY AFB, TX

SHIP TO
FB1968
LOWRY AFB, COLO

MARK FOR

PROJECT

TOTAL PRICE
00008750

04D022A011

7100 A

QUANTITY
SERV

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE
PUMP
T03

SELECTED BY AND DATE
Don Powell
7100

TOTAL WEIGHT

RECEIVED BY AND DATE
Ralph Marks
7110

INSPECTED BY AND DATE
Larry Rodeau
7110

PACKED BY AND DATE
Mike Lamb
7101

TOTAL CUBE
T03

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS

FIRST DESTINATION ADDRESS

DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

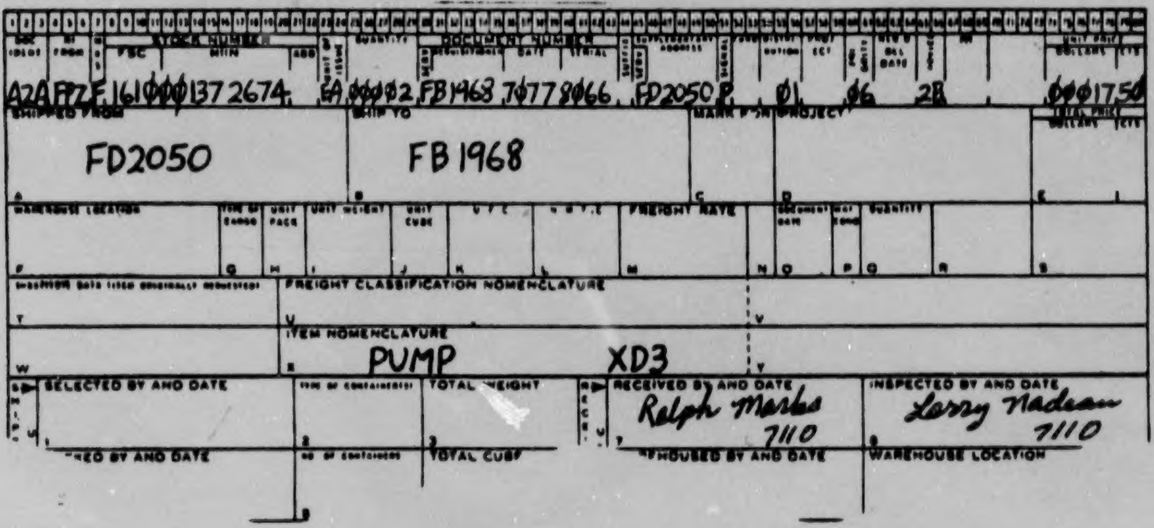
DOCUMENT CONTROL 2

DD FORM 1348-1 (6 PART) 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

Figure 16

As already mentioned, the damaged portion (two each in this example) must be extracted to another document. Figure 17 illustrates the extract document for this situation. Follow along as we explain how to prepare an extract document.



A2AFP7F1610001372674, EA00002 FB1968 70778066, FD2050P 01 06 2B , 0001750

SHIPPED FROM: FD2050

SHIP TO: FB1968

ITEM NOMENCLATURE: PUMP XD3

RECEIVED BY AND DATE: Ralph Marks 7110

INSPECTED BY AND DATE: Larry Nadeau 7110

Figure 17

The top line is duplicated from the receiving document in figure 16 with a few exceptions:

(1) cc 7 contains condition code "F" to identify this receipt as unserviceable (reparable).
(2) cc 25 - 29 reflects the unserviceable (reparable) quantity.
(3) cc 51 contains the appropriate TEX code (P = damaged in shipment, or Z = hidden defects).
(4) cc 71 is left blank. This card column indicates the condition of the property at the time it was shipped from the source of supply. Since we do not know for sure, this card column will be left blank. Everything else will be duplicated.

The other entries required on the extract document are in block A (shipped from), block B (shipped to), block X (item name and ERRC designator) and blocks 7 and 8 (receiving inchecker and supply inspector respectively). It's important to note that local policy at your next base may require more or less information on an extract document. For school purposes, you should remember the format just covered.

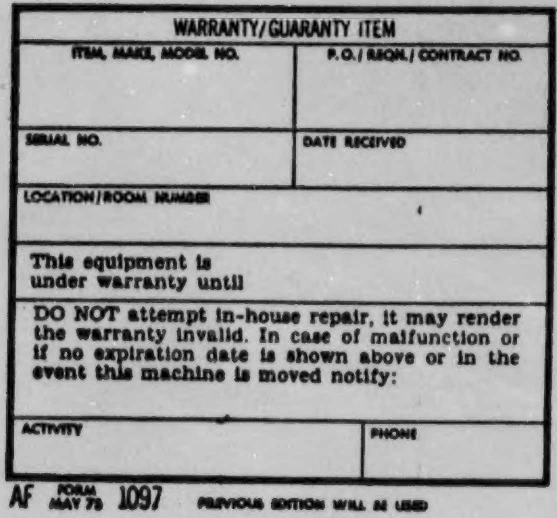
Now that you are familiar with how and when to prepare an extract document, let's prepare one! Complete problem four in your workbook.

Now let's look at the inspector's responsibilities toward property received in Base Supply. Suppose the inchecker receives some items of property that were damaged in shipment; boxes with holes, dents, or crushed corners, torn wrappings, cracked or broken boards in crates, containers that leak, etc. What does the inchecker do with these items since he is not authorized to open the containers and verify their condition? Who does open boxes to inspect the contents for damage?

Upon completion of the inchecker actions, the property and all copies of the receiving document are forwarded to the inspector. The inspector is responsible for verifying that the identity (stock number), condition (serviceable, reparable, or condemned), and status (complete or incomplete) of the item received are identical to those printed on the receiving document. However, the inspector is NOT responsible for inspecting every item received in Base Supply. This is due to the large volume of property that is received daily at a Base Supply Receiving Section.

In Block III Lesson II we mentioned warranty/guarantee items. Now you will see how they are brought into the supply system.

Suppose a box of calculators come into receiving and affixed to the box is an AF Form 1097, Warranty/Guaranty Sticker. Upon receipt of a Notice-To-Stock a copy of the warranty/guarantee is placed in a plastic or paper bag prior to storage. The receiving document is annotated by the inspector with the model, serial number, manufactures name and address and any other data required locally. This is to assure sufficient identification of the item to the warranty. Below is a copy of an AF Form 1097 so you will be able to recognize it when you see one.



WARRANTY/GUARANTY ITEM

ITEM, MAKE, MODEL NO.	P.O./REQN./CONTRACT NO.
SERIAL NO.	DATE RECEIVED
LOCATION/ROOM NUMBER	

This equipment is
under warranty until

DO NOT attempt in-house repair, it may render the warranty invalid. In case of malfunction or if no expiration date is shown above or in the event this machine is moved notify:

ACTIVITY	PHONE

AF FORM MAY 75 1097 PREVIOUS EDITION WILL BE USED

Why is this important? Because the routing of annotated receiving documents and copies of warranties vary depending primarily on the activity responsible for the maintenance of the end item. Who are these activities?

(1) Base Civil Engineers on items maintained or repaired by C.E.
(2) Vehicle Maintenance Office on new motor vehicles.
(3) Contract Maintenance Branch of Procurement for machines and equipment requiring serialized control and for items under warranty/guaranty.
(4) Other maintenance offices (ie., Aircraft, Avionics, Communications) handle centrally procured items under warranty/ guaranty.

These using organizations receive warranty/guaranty materiel direct from local vendor/contractors or from Base Supply.

Also the inspector will initiate action to assign an Issue Exception Code B to the item record. Issue Exception Codes are used to identify issue conditions peculiar to an item. When the code is loaded into the computer the phrase (*WARRANTY or SERIALIZED NUMBERED ITEM) is printed on the ISU/DOR document. The Inspection Section is the monitor for IEX code B. This is why all inquiries concerning warranty/guarantee items will be directed to the inspector.

To inspect property and make correct decisions about it requires a tremendous amount of knowledge, years of experience in the supply system, and training in inspection responsibilities and procedures. No one's memory can retain all the information required to work in the Inspection Section; several shelves of supply publications, including all those you worked with earlier in the course, are in the Inspection Section to research decisions or questions on property.

Let's look at a couple of instances where the inspector would verify the identity, condition, or status of an item. Suppose you received an item that had a stock number on the serviceable tag that was different from the stock number on the receiving document. The inspector would obtain the part number from the item itself and research the MCRL PT 1, Master Cross Reference List, (you learned about the MCRL and its uses in Block I) to determine the correct stock number. Another example would be in the case where an item appeared to be damaged but the inspector was not sure about its condition. In this case, the inspector could request the assistance of a maintenance technician in determining whether or not the item was serviceable.

Items which are in a serviceable condition normally have a Serviceable Tag, DD Form 1574, or a Serviceable Label, DD Form 1574-1, attached to the item or its container. These forms are yellow in color and are used to identify the serviceability of property received, stored, or issued by the Air Force. Figure 9 is an example of a Serviceable Tag, DD Form 1574. Pay particular attention to the blocks that are numbered. They are the more important entries required on a serviceable tag.

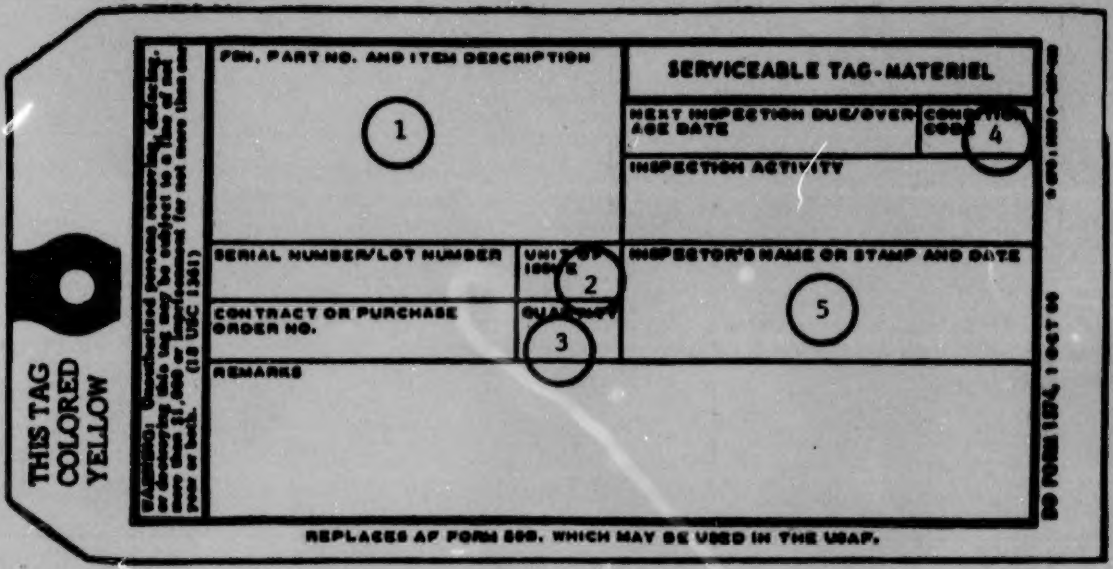

THIS TAG COLORED YELLOW
FSN, PART NO. AND ITEM DESCRIPTION
1
SERVICEABLE TAG-MATERIEL
NEXT INSPECTION DUE/OVERAGE DATE
CONDITION CODE
4
INSPECTION ACTIVITY
SERIAL NUMBER/LOT NUMBER
UNIT OF ISSUE
2
CONTRACT OR PURCHASE ORDER NO.
QUANTITY
3
INSPECTOR'S NAME OR STAMP AND DATE
5
REMARKS
(18 USC 1361)
DD FORM 1574, 1 OCT 66
REPLACES AF FORM 590, WHICH MAY BE USED IN THE USAF.

Figure 9

Let's prepare a serviceable tag! Complete the DD Form 1574 in figure 6 of your workbook. Use the serviceable tag shown above and the instructions below to complete the serviceable tag in figure 6 of your workbook.

The numbers below correspond to the ones that appear on the serviceable tag in figure 9. Complete each entry on the tag in figure 6 of your workbook as we discuss it.

1. This block is used for the stock number, part number, and item description. For our exercise use the stock number 1660 00456 1867, part number 6U678-34, and the item description of "valve". Write these entries on your blank DD Form 1574.

2. This block contains the unit of issue for the item such as each, pair, dozen, etc., and is usually abbreviated. For our example use "ea" for each.

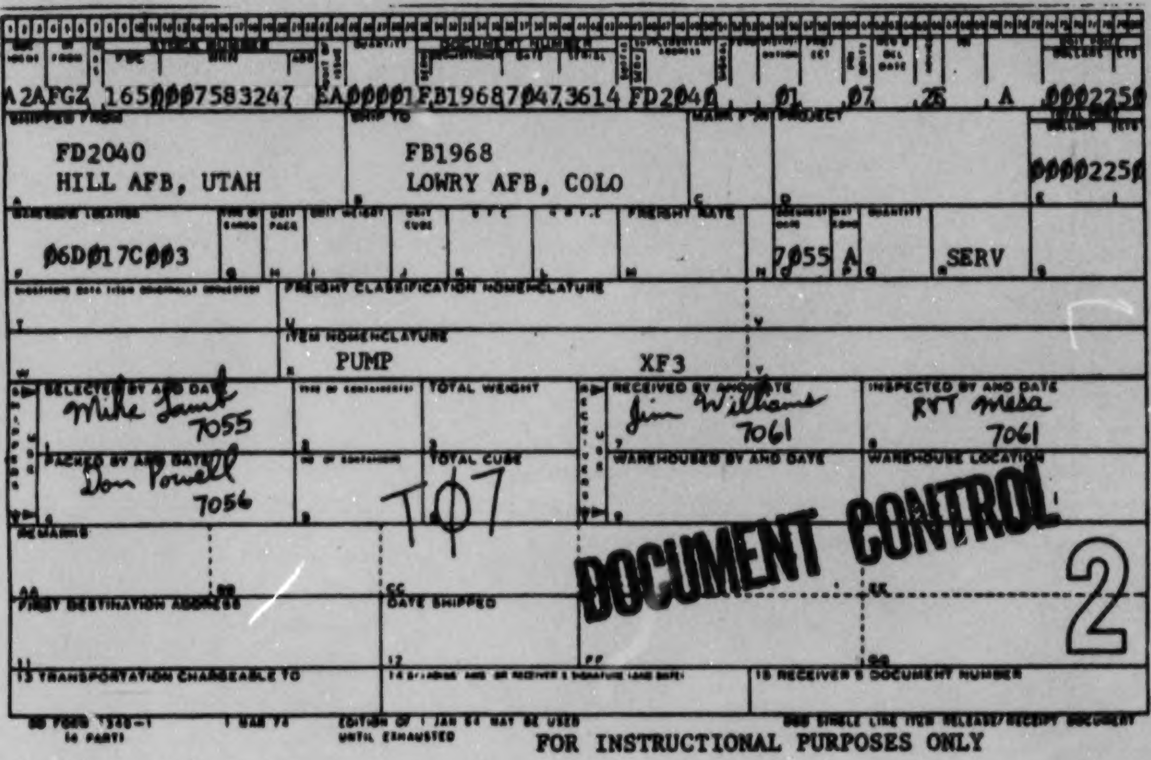
3. If the tag is attached to the item it will reflect a quantity of one. However, if it is attached to the container then the total quantity should be reflected on the tag. For our problem use a quantity of one.

4. The condition code "A" must be assigned to these labels because this code identifies the property as being in serviceable condition and these tags are for serviceable items.

5. This block is signed or stamped by the responsible inspector. If a stamp is used, no other action is required. If a signature is used, the date must also be entered. For school purposes, sign your name and the date in this block.

Once you have completed your form, compare it with the completed one in the instructor's answer key.

As previously mentioned, the inspector is not required to check every item received for reasons already covered. However, if the inspector does inspect an item, he must so indicate on the receiving document by signing (or stamping) and dating block 8. Of course, if he does not inspect an item, block 8 will be left blank. Figure 10 shows the inchecker and inspector entries on a receiving document.



A2AFGZ 1650007583247 EA00001FB196870473614 FD2040 01 07 26 A 0002250

SHIPPED FROM

FD2040
HILL AFB, UTAH

SHIP TO

FB1968
LOWRY AFB, COLO

MARK FOR

PROJECT

00002250

06D017C003

FREIGHT RATE

7055 A

SERV

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE

PUMP XF3

SELECTED BY AND DATE Mike Lamb 7055

TOTAL WEIGHT

RECEIVED BY AND DATE Jim Williams 7061

INSPECTED BY AND DATE RVT Mesa 7061

PACKED BY AND DATE Don Powell 7056

TOTAL CUBE

T07

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS

DOCUMENT CONTROL 2

FIRST DESTINATION ADDRESS

DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1 (6 PARTS) 1 MAR 73 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

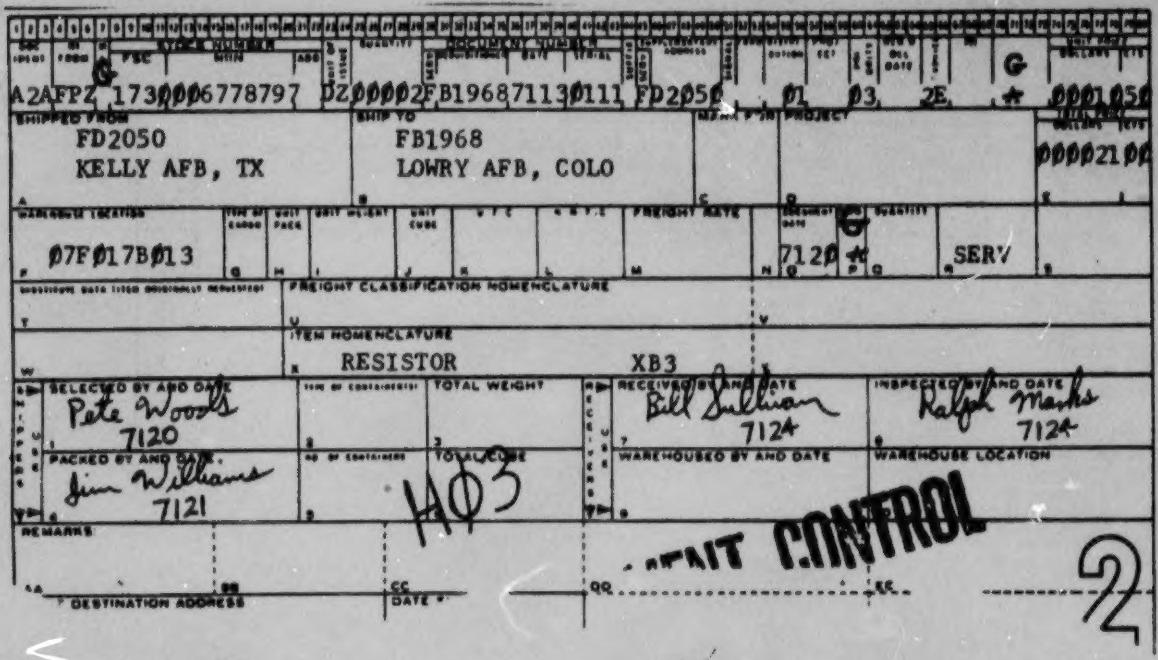
Figure 10

As you can see, the item was inchecked by Jim Williams on the 7061 day and placed in tote box T07. On the same day, RVT Mesa inspected this item. If you can not locate this information on figure 10, ask your instructor for assistance.

When items are received in an unserviceable (reparable) condition, the supply inspector must indicate the condition on the receiving document. There are different condition codes (F, G, and H) that are used for identifying particular situations. For instructional purposes, we'll use the condition code "G".

CAUTION: Just because we've chosen to use the condition code "G" for instructional purposes, we must tell you that there are several condition codes which will allow a receipt to process. You must insure that you use the correct condition code and, if necessary, TEX code on receipts you process. For example, if an item is damaged in shipment (TEX code P) or has a hidden defect (TEX code Z), your Base Supply surely doesn't want to pay for the item; you can be sure you'd hear about it if you processed a damaged-in-shipment item with a condition code "G" and didn't put a "P" or "Z" in cc 51.

Condition code "G" identifies an item as unserviceable incomplete (missing part). In most cases, the item is reparable if the base has repair capability. When items are received in unserviceable (reparable) condition, the inspector indicates the condition on the receiving document by making three additional entries. Look at figure 11 as we point out each of these entries.



G G

A2AFPZ 1730006778797 DZ00002FB19687113 0111 FD2050 01 03 2E ★ 0001050

SHIPPED FROM: FD2050
KELLY AFB, TX

SHIP TO: FB1968
LOWRY AFB, COLO

PROJECT

0000210

WAREHOUSE LOCATION: 07F017B013

FREIGHT RATE

7120 G ★

QUANTITY: SERV

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE: RESISTOR XB3

SELECTED BY AND DATE: Pete Woods 7120

TOTAL WEIGHT

RECEIVED BY AND DATE: Bill Sullivan 7124

INSPECTED BY AND DATE: Ralph Marks 7124

PACKED BY AND DATE: Jim Williams 7121

TOTAL CUBE: H03

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS

CONTROL

2

DESTINATION ADDRESS

DATE

Figure 11

The first entry appears in cc 7 on the top line of print. Notice that condition code "G" has been entered. Next, notice that card column 71 on the top line originally contained an "A". This card column reflects the condition of the item. The "A" of course denoted that the item was shipped as serviceable. Since this was found not to be the condition of the item when it was inspected, the inspector must change it to reflect the condition. The last entry to be changed is block "P". This entry will also be changed to reflect a condition code "G". Once the inspector makes these changes on the receiving document, he signs (or stamps) and dates block 8. The property and paperwork are then placed in the reparable hold area pending disposition instructions. This means that the item is taken out of the tote box or hold bay and moved to the receiving section reparable hold area.

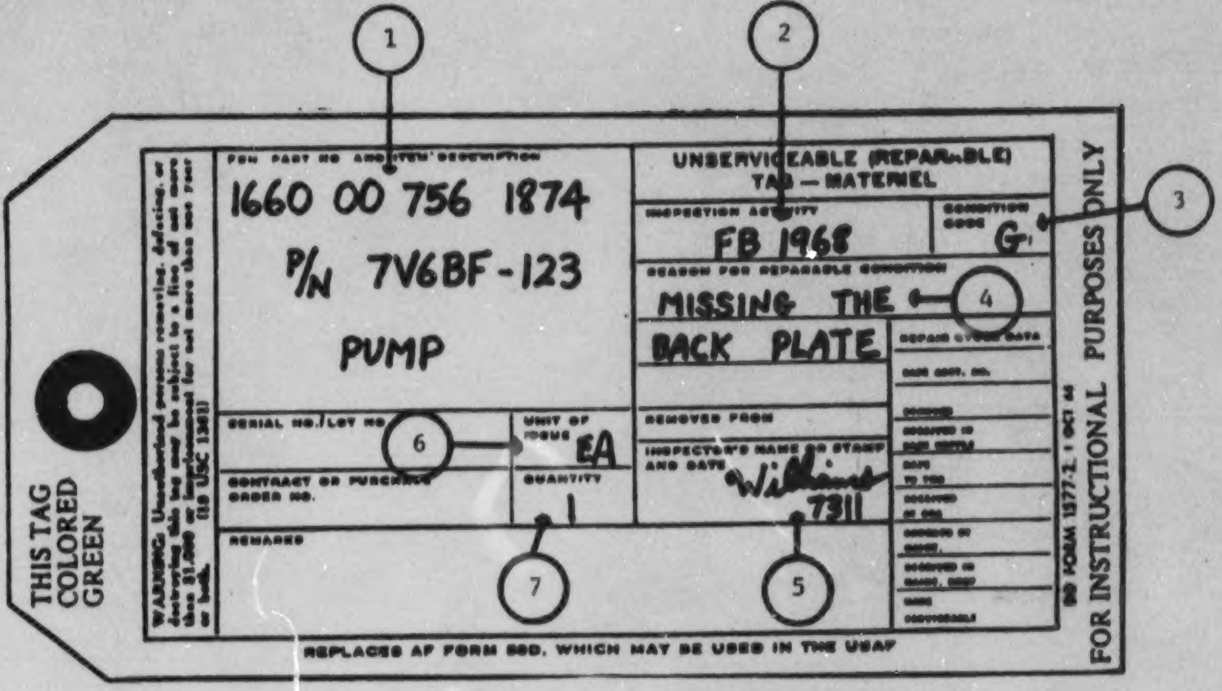
If the property is found damaged but reparable, the inspector prepares an Unserviceable (reparable) Tag- DD Form 1577-2, or Unserviceable Label, DD Form 1577-3. The reparable tag and label are green in color and used for property which is in a reparable condition. Figure 12 is an example of a completed DD Form 1577-2. Pay close attention to the completed blocks as we discuss each one. **But first take just a few minutes to answer the following questions on a piece of scratch paper.**

Q25. What type of code is assigned to warranty/guarantee items?

Q26. What AF Form identifies an item as being warranty/guarantee?

Q27. What section monitors IEX code B for warranty/guarantee items?

Q28. The receipt document is annotated with the ____, serial number, ______________________________ and any other data required locally.



THIS TAG COLORED GREEN

UNSERVICEABLE (REPARABLE) TAG — MATERIEL

1660 00 756 1874

P/N 7V6BF-123

PUMP

SERIAL NO./LOT NO.

UNIT OF ISSUE EA

CONTRACT OR PURCHASE ORDER NO.

QUANTITY 1

REMARKS

INSPECTION ACTIVITY FB 1968

CONDITION CODE G

REASON FOR REPARABLE CONDITION MISSING THE BACK PLATE

REMOVED FROM

INSPECTOR'S NAME OR STAMP AND DATE Williams 7311

REPLACES AF FORM 980, WHICH MAY BE USED IN THE USAF

DD FORM 1577-2 1 OCT 65

FOR INSTRUCTIONAL PURPOSES ONLY

Figure 12

Block 1. This information is the same as what was entered on the serviceable tag (DD Form 1574): stock number, part number, and item name.

Block 2. This block should reflect the stock record account number for the base from which the inspector is assigned.

Block 3. The appropriate condition code is entered as determined by the inspector.

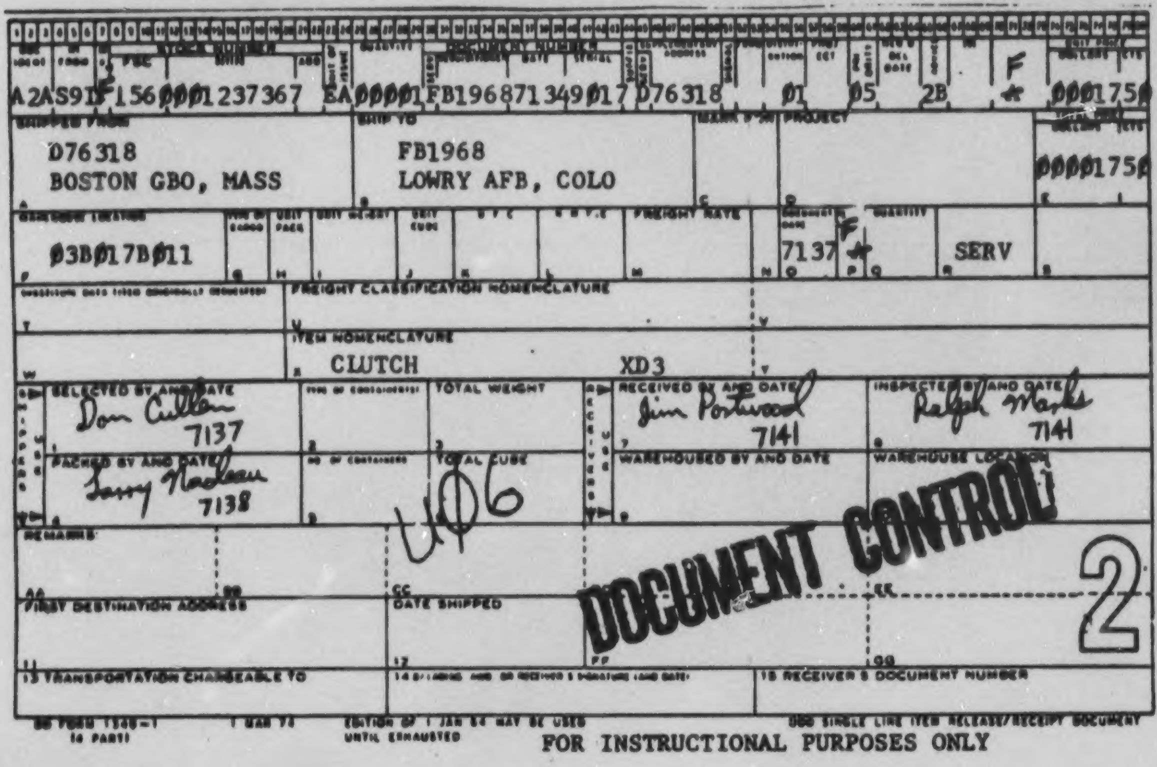
Block 4. This block, as indicated by the title, contains the reason for the reparable condition.

Block 5. The inspector completing this tag must sign (or stamp) and date this block.

Blocks 6 and 7. These blocks are self-explanatory.

Take a few minutes to study the steps taken by the inspector when processing an unserviceable (reparable) receipt. Review the entries made on the receiving document by the inspector and the blocks that are completed on a DD Form 1577-2. Once you are sure of the actions taken by the inspector, complete problem 5 in the workbook.

When property is found unserviceable (condemned), the inspector is authorized to condemn the item. As in the case with the unserviceable (reparable) material, the inspector must annotate the receiving document to reflect the condition of the property. The areas changed by the inspector for an unserviceable (reparable) item are the same ones that are changed for an unserviceable (condemned) item. Condition code "F" will be used to indicate that the receipt is condemned. The inspector will enter condition code "F" in cc 7 and 71 on the top line of print and block "P" of the receiving document. Then, as before, the inspector must sign (or stamp) and date block 8. Figure 13 is an example of a receipt that has been condemned by the inspector. Notice the entries that were made by the inspector.



A2AS9F1560001237367 EA00001FB196871349017D76318 01 05 2B F 0001750

SHIPPED FROM
D76318
BOSTON GBO, MASS

SHIP TO
FB1968
LOWRY AFB, COLO

0000175

03B017B011

7137 F SERV

ITEM NOMENCLATURE
CLUTCH XD3

SELECTED BY AND DATE
Don Cullen 7137

RECEIVED BY AND DATE
Jim Portwood 7141

INSPECTED BY AND DATE
Ralph Marks 7141

PACKED BY AND DATE
Larry Nadeau 7138

U06

DOCUMENT CONTROL 2

DD FORM 1348-1 (4 PART) 1 JAN 74

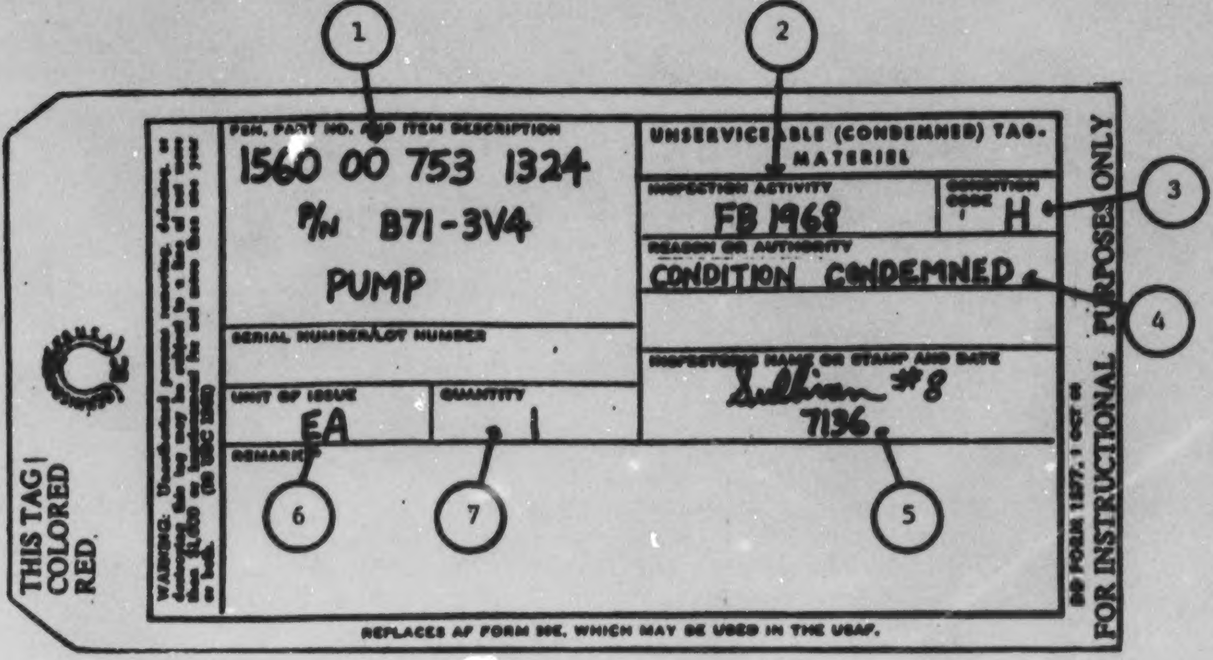
DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

Figure 13

At this point, the inspector will prepare an input to transfer the property to the DPDO activity so that the item can be disposed of. This card is forwarded to the Receiving clerk for processing.

The inspector must also prepare an Unserviceable (condemned) Tag - DD Form 1577. This tag is red in color and is used to identify condemned property. Figure 14 is an example of a completed DD Form 1577.



THIS TAG COLORED RED.

FSN, PART NO. AND ITEM DESCRIPTION
1560 00 753 1324
P/N B71-3V4
PUMP

SERIAL NUMBER/LOT NUMBER

UNIT OF ISSUE: EA

QUANTITY: 1

REMARKS

UNSERVICEABLE (CONDEMNED) TAG - MATERIEL

INSPECTION ACTIVITY: FB 1968

CONDITION CODE: H

REASON OR AUTHORITY: CONDITION CONDEMNED

INSPECTOR'S NAME OR STAMP AND DATE: Sullivan #8 7136

REPLACES AF FORM 98C, WHICH MAY BE USED IN THE USAF.

DD FORM 1577, 1 OCT 58

FOR INSTRUCTIONAL PURPOSES ONLY

Figure 14

Follow along as we discuss each of the completed blocks.

Block 1. Contains the stock number, part number, and item name.

Block 2. FB1968 for Lowry.

Block 3. For school purposes, condition code "H" is used for condemned items. This condition code means that the item is beyond economical repair. If the cost of repair exceeds 75% of the cost to replace the item, it is considered to be beyond economical repair.

Block 4. The reason for this action is that the condition of this item is condemned. So, simply stated, the reason is "condition condemned".

Block 5. The inspector who condemns the item must sign (or stamp) and date this block.

Blocks 6 and 7. Self-explanatory.

Now it's time for another problem. Go to your workbook and complete problem six.

405

Answer the following questions on a piece of scratch paper.

Q29. Where is the property and paperwork forwarded after the inchecker has completed his functions during receipt processing?

Q30. The inspector is responsible for verifying the ________, condition, and ___________ of items inspected.

Q31. Is the inspector required to inspect every item received?

Q32. What condition does DD Form 1577-2 indicate?

Q33. What tag is attached to property that is serviceable?

Q34. Which block of the receiving document does the inspector sign (or stamp) and date?

Q35. Does the inspector sign and date receiving documents when he does not inspect the property?

Q36. Where is the condition code entered on a receiving document if the inspector dtermines that the item is unserviceable (reparable)?

Q37. What tag does an inspector complete if he declares a receipt to be unserviceable (condemned)?

Q38. What condition does DD Form 1577-3 indicate?

Q39. For what type of receipt does the inspector prepare an input to transfer property to DPDO?

Match the forms in the left hand column with their respective colors in the right hand column. Some of the colors may be used more than once or not at all.

Q40. DD Form 1577

Q41. DD Form 1574-1

Q42. DD Form 1577-3

Q43. DD Form 1574

Q44. DD Form 1577-2

a. Brown

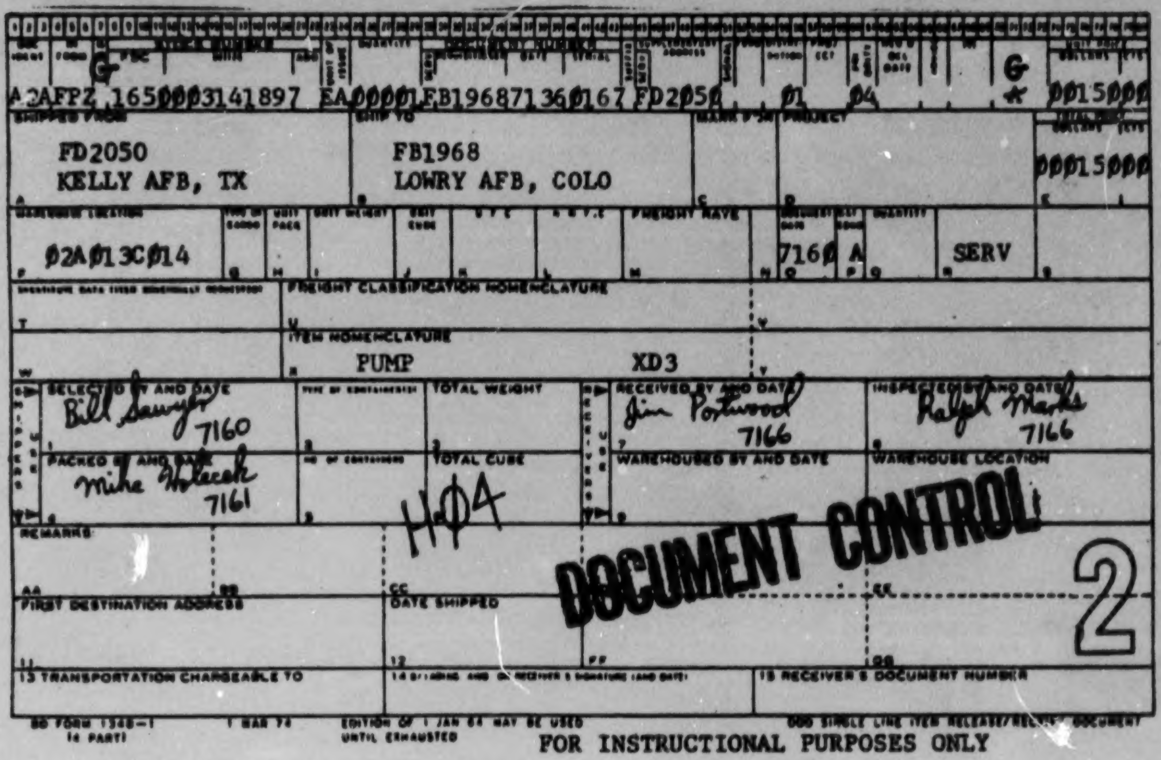
b. Green

c. Red

d. Yellow

e. Blue

Use the receipt shown below to answer questions 45 through 48.



G G

A2AFPZ 1650003141897 EA00001FB196871360167 FD2050 01 04 * 0015000

SHIPPED FROM
FD2050
KELLY AFB, TX

SHIP TO
FB1968
LOWRY AFB, COLO

PROJECT

0001500

02A013C014

7160 A SERV

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE
PUMP XD3

SELECTED BY AND DATE
Bill Sawyer 7160

TOTAL WEIGHT

RECEIVED BY AND DATE
Jim Postwood 7166

INSPECTED BY AND DATE
Ralph Marks 7166

PACKED BY AND DATE
Mike Holecek 7161

TOTAL CUBE
H04

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS

DOCUMENT CONTROL 2

FIRST DESTINATION ADDRESS

DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1 (4 PART) 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

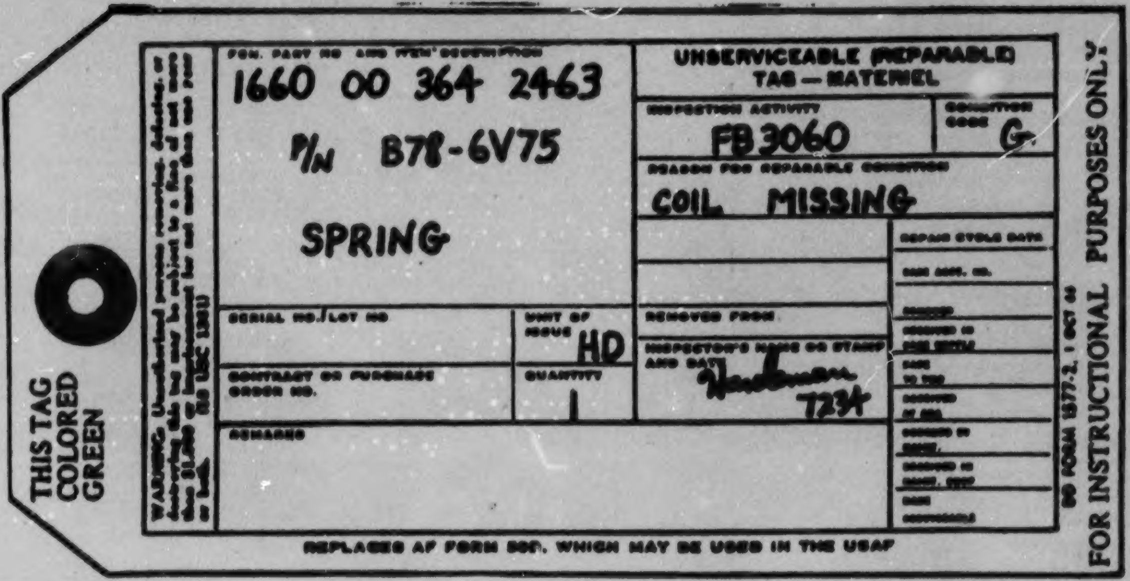
Q45. When was this receipt inspected?

Q46. Who was the inchecker?

Q47. Since this is an unserviceable (reparable) receipt, have all required entries been made?

Q48. What is the condition code?

Use figure 15 to answer questions 49 through 52.



THIS TAG COLORED GREEN

FSN, PART NO. AND ITEM DESCRIPTION

1660 00 364 2463

P/N B78-6V75

SPRING

UNSERVICEABLE (REPARABLE) TAG — MATERIEL

INSPECTION ACTIVITY: FB3060

CONDITION CODE: G.

REASON FOR REPARABLE CONDITION: COIL MISSING

REPAIR CYCLE DATA

SERIAL NO./LOT NO.

UNIT OF ISSUE: HD

CONTRACT OR PURCHASE ORDER NO.

QUANTITY: 1

REMOVED FROM

INSPECTOR'S NAME OR STAMP AND DATE: 7234

REMARKS

REPLACES AF FORM [illegible], WHICH MAY BE USED IN THE USAF

DD FORM 1577-2, 1 OCT 64

FOR INSTRUCTIONAL PURPOSES ONLY

Figure 15

Q49. What is the condition code?

Q50. What is the reason for the reparable condition?

Q51. When was this tag completed?

Q52. What is the form number for this tag?

Be sure to check your answers against the instructor's answer key. If you had any problems ask your instructor to clarify them for you.

You have now completed this lesson on "Receiving Procedures, Part One" Let's briefly review what was covered. All military services use "Military Standard Requisitioning and Issue Procedures" (MILSTRIP) to requisition items from sources of supply. A receipt due-in card is output for each requisition and forwarded to the Receiving Section to be filed in requisition number sequence. The Receiving Section in Materiel Storage and Distribution Branch processes all FB supply and FE equipment items arriving on base.

The inchecker checks the property for damage, compares the receiving documents against tags and labels. If obvious damage is detected, the inchecker obtains the carrier's signature to confirm the fact. The inchecker must also count the quantity received and compare it against the quantity reflected as being shipped on the receiving document. After he verifies the quantity, the property is then placed in a tote box or hold bay. The inchecker enters the tote box or hold bay on the receiving document and signs and dates block 7.

The inspector is responsible for inspecting property for status, identity, and condition of the property. The contents of shipping containers which have obvious damage are inspected for serviceability. If inspection is performed, the inspector must sign (or stamp) and date block 8 of the receiving document.

You learned about warranty/guarantee items and the sticker used to identify these items. The various responsible activities were highlighted. Finally the responsibilities of the Inspection Section toward warranty/guarantee control.

If the inspector determines that an item is unserviceable (reparable), he must annotate the receiving document to reflect the condition and prepare DD Form 1577-2 or DD Form 1577-3 to be attached to the item. The property and documentation is then moved to the reparable holding area while waiting for disposition instructions.

If a portion of a receipt is declared to be unserviceable, the unserviceable portion will be extracted to another document using the same document number. The extracted quantity will be processed as another transaction with a TEX code P (damaged in shipment) or TEX code Z (hidden defects).

If the inspector determines that an item is unserviceable (reparable), he must annotate the receiving document to reflect the condition and prepare DD Form 1577-2 or DD Form 1577-3 to be attached to the item. The property and documentation is then moved to the reparable holding area while waiting for disposition instructions.

If the inspector determines that an item is unserviceable (condemned) he must indicate so by changing the receiving document. He will also prepare a DD Form 1577 and attach it to the property.

Review any portion you feel unsure of; then ask your instructor for the lesson appraisal and the lesson appraisal practical.

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WORKBOOK

002-04-01-01

Technical Training

Material Facilities Specialist

RECEIVING PROCEDURES, PART ONE

August 1978

LOWRY TECHNICAL TRAINING CENTER
3440th Technical Training Group
Lowry Air Force Base, Colorado

Study Guides (SGs), Workbooks (WBs), Study Guide and Workbook (SW), Programmed Texts (PTs), and Handouts (HOs) are authorized by ATC for student use in ATC Courses. They are designed to guide you through your study assignments in the most logical sequence for easy understanding. Answer self-evaluation questions and complete each problem or work assignment in the sequence given, and it will aid you in understanding and retaining key points covered in material you have studied.

Supply Training Branch
Lowry Air Force Base, Colorado

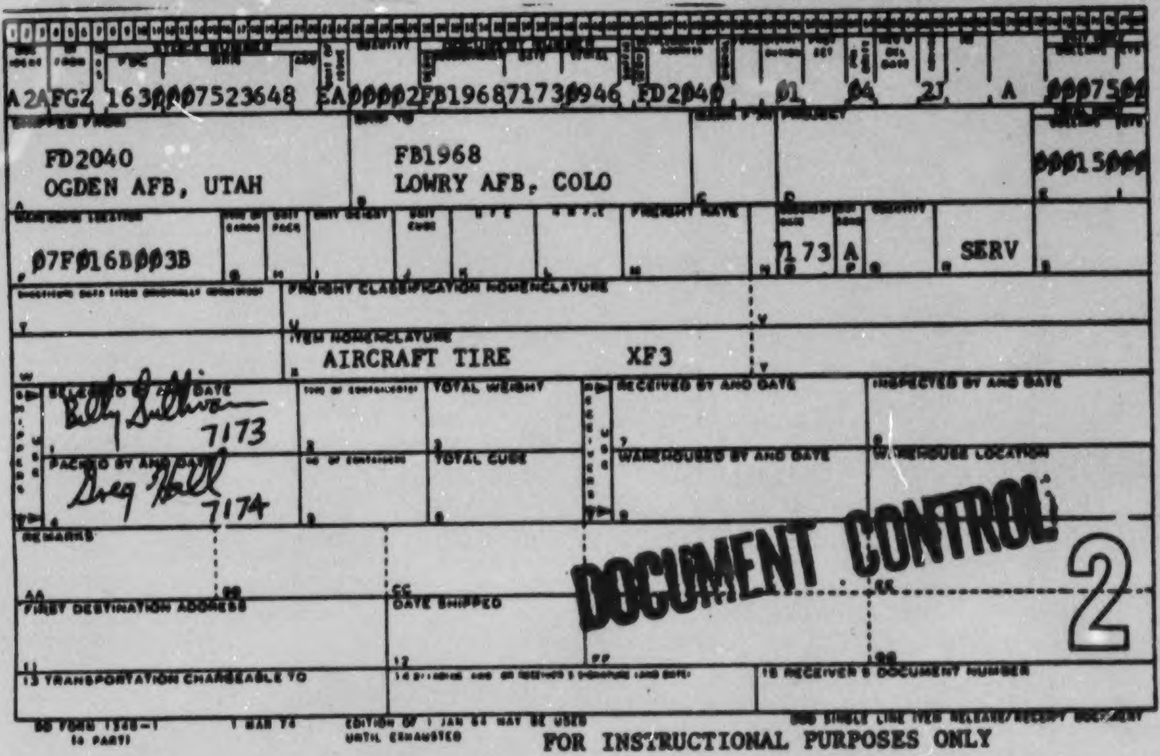
WB G3ABR64531 000
August 1978

RECEIVING PROCEDURES, PART ONE

Problem One

Complete this problem by making the required entries of an inchecker on the figure shown below. Use the information provided below to make the required entries.

Julian date: 7187
Inchecker: You
Tote box: T17



A2AFGZ 1630007523648 EA00002FB196871730946 FD2040 01 04 2J A 000750

SHIPPED FROM
FD2040
OGDEN AFB, UTAH

SHIP TO
FB1968
LOWRY AFB, COLO

0015000

07F016B003B

7173 A

SERV

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE
AIRCRAFT TIRE XF3

RELEASED BY AND DATE
Billy Sullivan
7173

PACKED BY AND DATE
Greg Hall
7174

TOTAL WEIGHT

TOTAL CUBE

RECEIVED BY AND DATE

INSPECTED BY AND DATE

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS

FIRST DESTINATION ADDRESS

DATE SHIPPED

DOCUMENT CONTROL 2

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1 (6 PART) 1 MAR 73 EDITION OF 1 JAN 65 MAY BE USED UNTIL EXHAUSTED

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

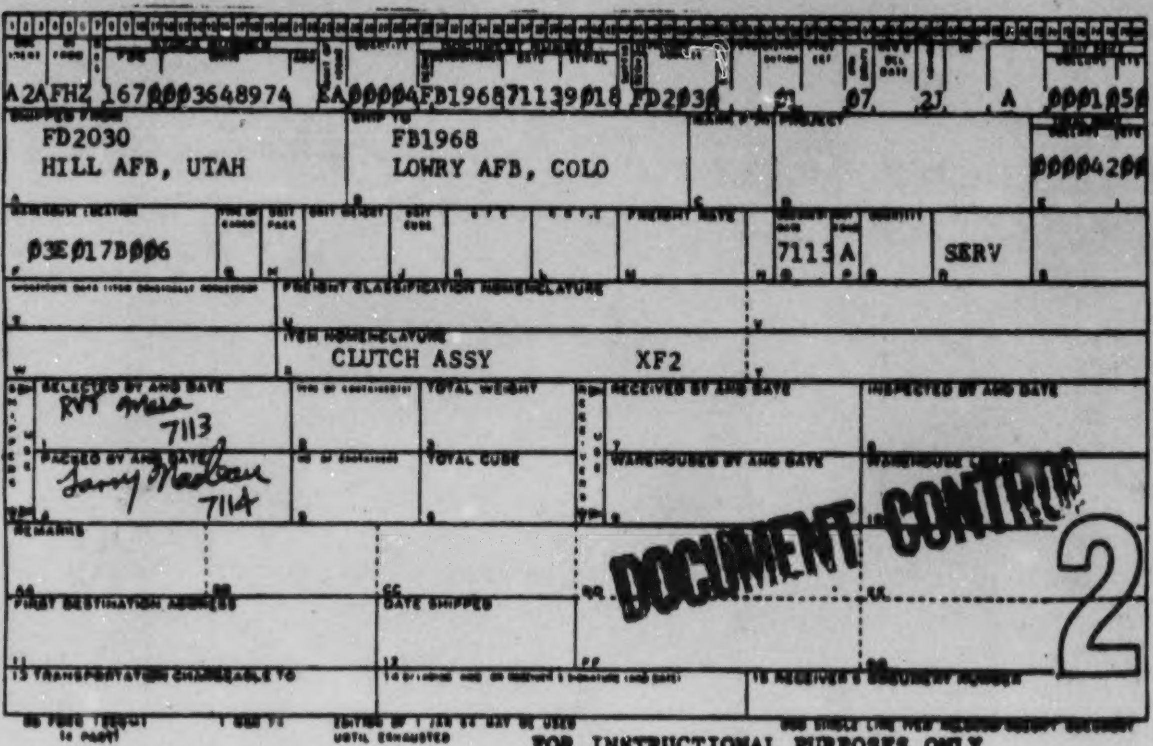
Don't forget to check your work. Once you have completed this problem return to page 19 in the text.

Supersedes WB 002-04-01-01 dated March 1978

413

Problem Two: Make the required inchecker entries on the receiving document below using the following information:

Receiving clerk: Thomas Hayes
Julian date: 7120
Quantity actually received: 1
Inchecker: Bill Myers
Tote box: T13



A2AFHZ 1670003648974 EA00004FB196871139018 FD2030 01 07 2J A 000105

SHIPPED FROM
FD2030
HILL AFB, UTAH

SHIP TO
FB1968
LOWRY AFB, COLO

PROJECT

0000420

03E017B006

7113 A SERV

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE
CLUTCH ASSY XF2

SELECTED BY AND DATE
RVT Myers
7113

TOTAL WEIGHT

RECEIVED BY AND DATE

INSPECTED BY AND DATE

PACKED BY AND DATE
Larry MacLean
7114

TOTAL CUBE

WAREHOUSED BY AND DATE

DOCUMENT CONTROL 2

REMARKS

FIRST DESTINATION ADDRESS

DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO

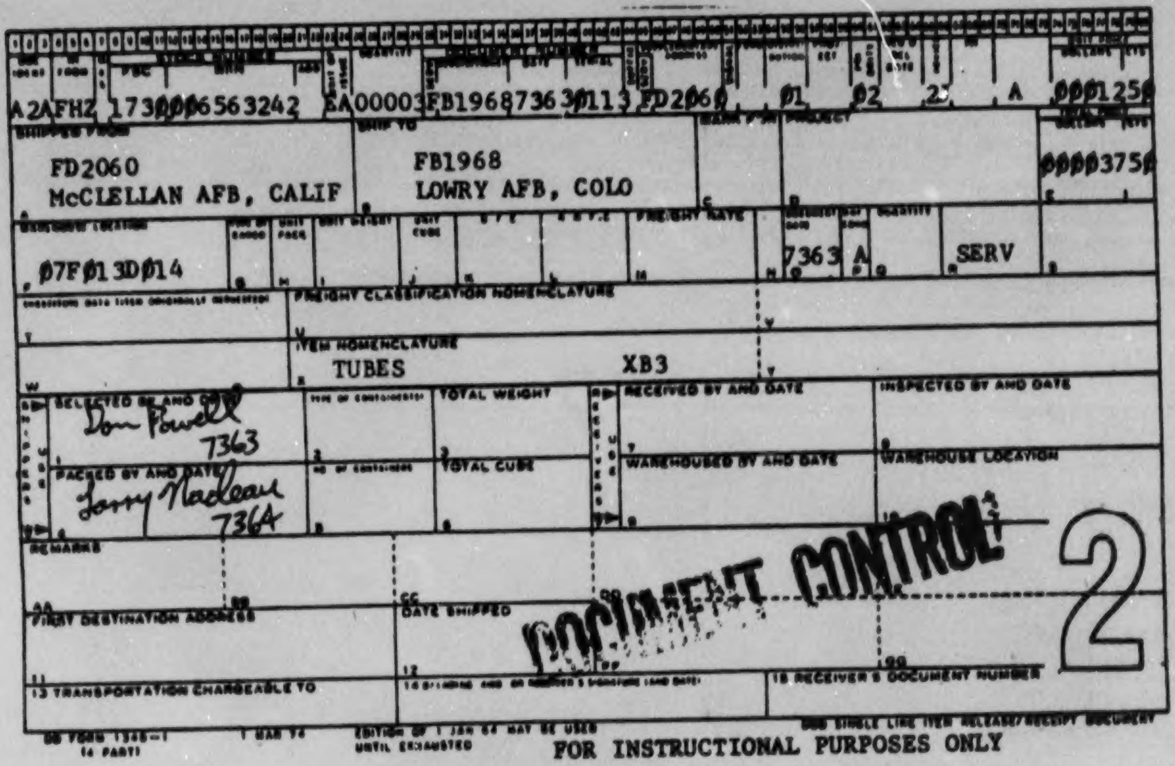
15 RECEIVER'S DOCUMENT NUMBER

FOR INSTRUCTIONAL PURPOSES ONLY

Be sure to check your work and then return to page 21 of the text.

Problem Three: Using the receiving document below and the information that follows, make the entries required by an inchecker for this receipt.

Inchecker: Sam Dunn
Julian date: 7366
Tote box: T02
Inspector: Lanny Wadkins
Quantity actually received: 5



A2AFHZ 1730006563242 EA00003FB196873630113 FD2060 01 02 23 A 0001250

SHIPPED FROM
FD2060
McCLELLAN AFB, CALIF

SHIP TO
FB1968
LOWRY AFB, COLO

PROJECT

00003750

07F013D014

FREIGHT RATE

7363 A

SERV

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE
TUBES XB3

SELECTED BY AND DATE
Don Powell
7363

PACKED BY AND DATE
Larry Nadeau
7364

TOTAL WEIGHT

TOTAL CUBE

RECEIVED BY AND DATE

INSPECTED BY AND DATE

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS

FIRST DESTINATION ADDRESS

DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

DOCUMENT CONTROL 2

DD FORM 1348-1 (4 PART) 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED

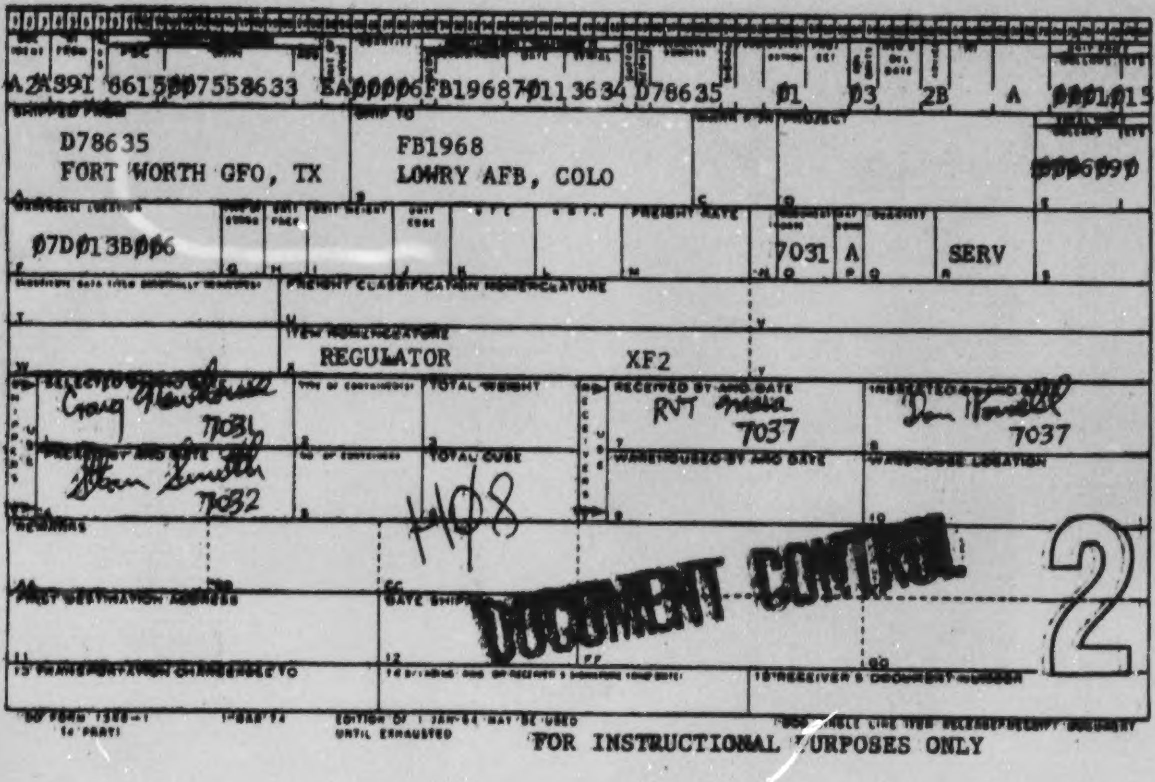
DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

After you have finished this problem check it out then return to page 23 of the text.

415

Problem Four: The receiving document displayed in figure 4 has been received. When the items were accepted it was found that one of the items had a hidden defect. Make the necessary change(s) on figure 4 and then prepare an extract document on figure 5 of the workbook. After you have completed the forms, compare them with the ones in your instructor's answer key. Then return to page 28 and continue with inspector responsibilities.



A2A391 661500755863 3 EA00006FB19687011 3634 D78635 01 03 2B A 0001015

D78635
FORT WORTH GFO, TX

FB1968
LOWRY AFB, COLO

0006090

07D013B006

7031 A SERV

REGULATOR XF2

Craig Hawthorne
7031

Stan Smith
7032

H108

RVT
7037

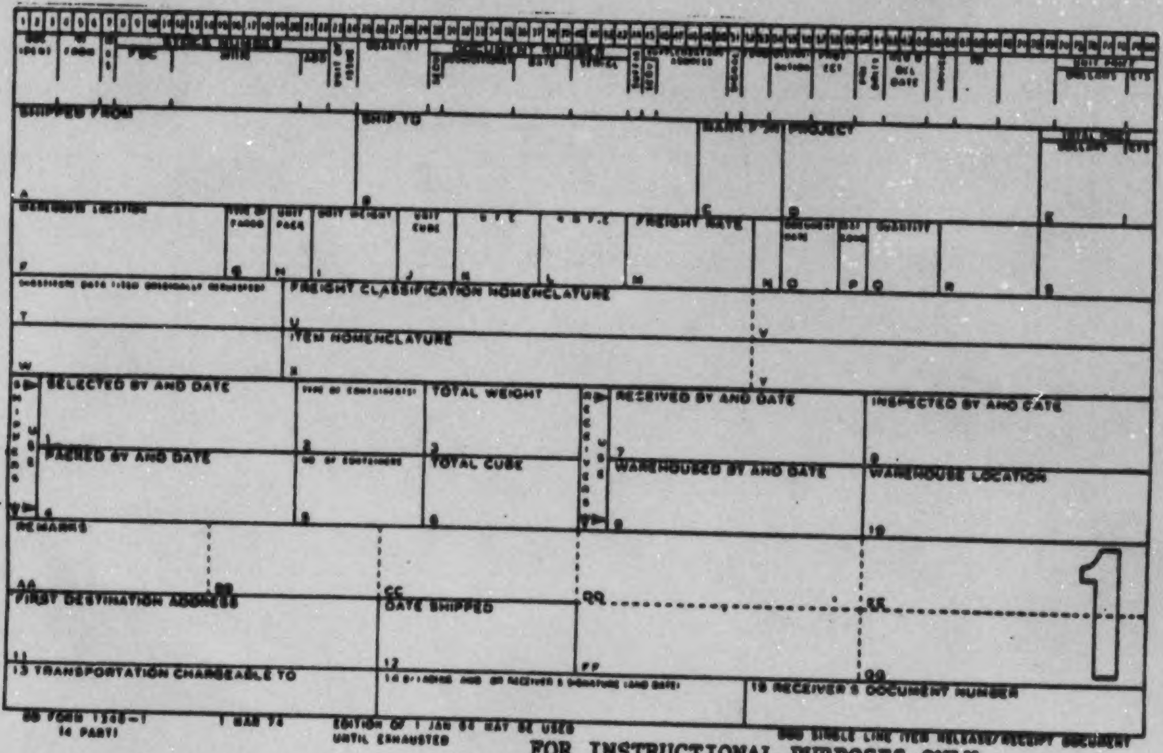
Don Howell
7037

DOCUMENT CONTROL

2

FOR INSTRUCTIONAL PURPOSES ONLY

Figure 4



SHIPPED FROM

A

SHIP TO

B

MARK FOR

C

PROJECT

D

TOTAL PRICE DOLLARS CTS

E

WAREHOUSE LOCATION

F

UNIT PACK

UNIT WEIGHT

UNIT CUBE

FREIGHT RATE

QUANTITY

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE

SELECTED BY AND DATE

TOTAL WEIGHT

RECEIVED BY AND DATE

INSPECTED BY AND DATE

PACKED BY AND DATE

TOTAL CUBE

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS

AA BB CC DD EE FF GG

FIRST DESTINATION ADDRESS

11

DATE SHIPPED

12

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

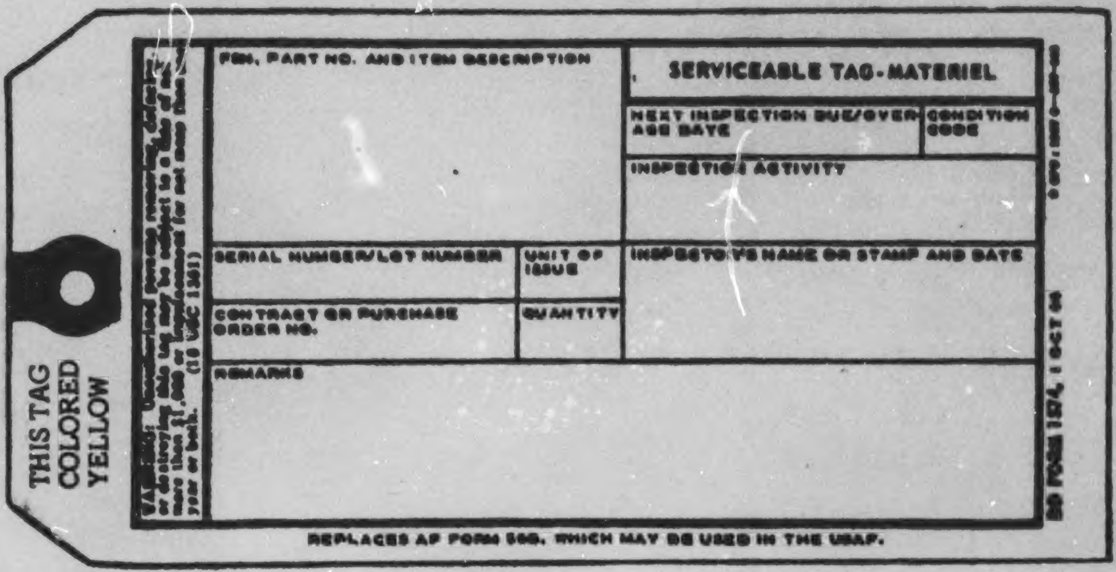
1

DD FORM 1348-1 (4 PART) 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

Figure 5



THIS TAG COLORED YELLOW

WARNING: Unauthorized persons removing, defacing or destroying this tag may be subject to a fine of not more than $1,000 or imprisonment for not more than one year or both. (18 USC 1361)

SERVICEABLE TAG-MATERIEL

FSN, PART NO. AND ITEM DESCRIPTION	NEXT INSPECTION DUE/OVERAGE DATE	CONDITION CODE
	INSPECTION ACTIVITY	
SERIAL NUMBER/LOT NUMBER	UNIT OF ISSUE	INSPECTOR'S NAME OR STAMP AND DATE
CONTRACT OR PURCHASE ORDER NO.	QUANTITY	
REMARKS		

DD FORM 1574, 1 OCT 66

REPLACES AF FORM 586, WHICH MAY BE USED IN THE USAF.

Figure 6

Problem Five: In this problem you will perform the inspector's actions necessary for processing a receipt that has been determined incomplete. Use figures 7 and 8 on the next page to complete this problem.

Step 1: On the 7363 day this receipt was inspected and found incomplete. The inspector was (use your name) and the condition code was "G". Make the required entries on figure 7 to process this receipt.

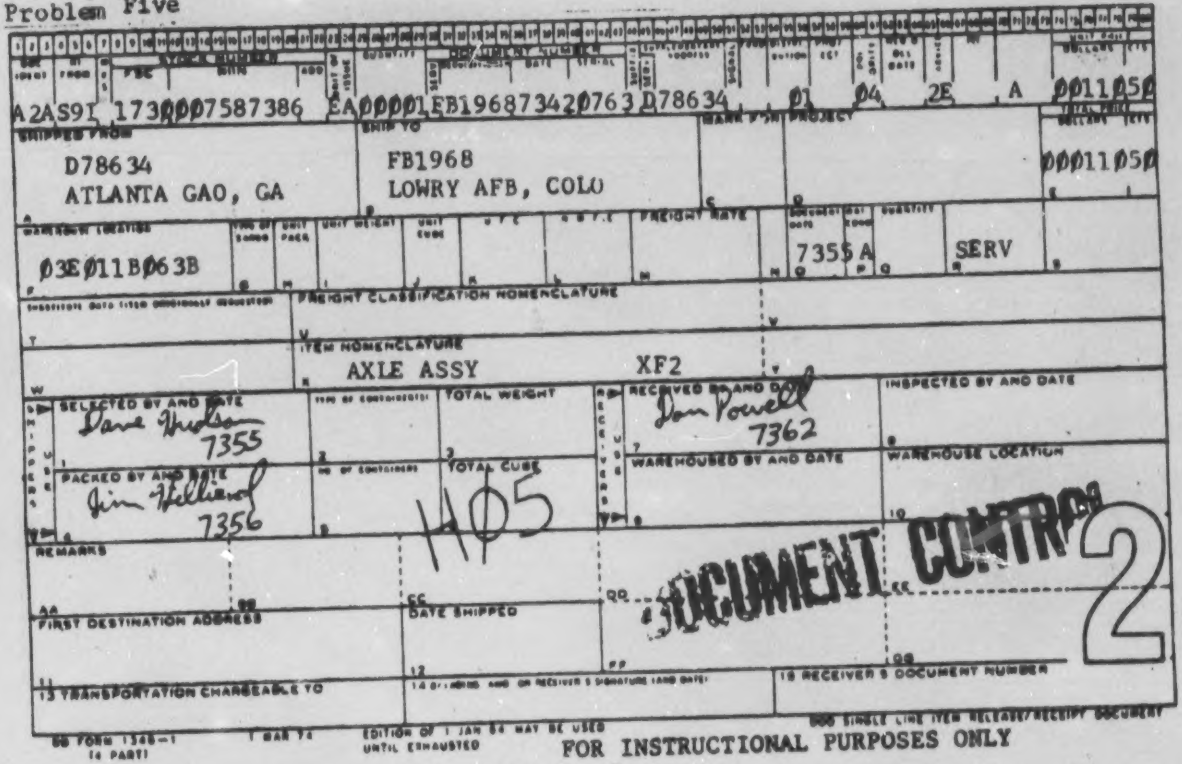
Step 2: Use the information below and complete the DD Form 1577-2 in figure 8of your workbook. Complete each block that is underlined.

Stock Record Account Number: FB1968
Part number: 7U35V
Stock number: 1730 00 758 7386
Condition code: G
Item name: AXLE ASSY
Unit of issue: ea
Quantity: 1
Reason: Broken Pin
Inspector: John Jones 7363

After completion of this problem return to page 36 of the text.

419

Problem Five



A2AS91 1730007587386 EA00001FB19687342076 3 D78634 01 04 2E A 0011050

SHIPPED FROM
D78634
ATLANTA GAO, GA

SHIP TO
FB1968
LOWRY AFB, COLO

MARK FOR
PROJECT

TOTAL PRICE
00011050

WAREHOUSE LOCATION
03E011B063B

FREIGHT RATE

DOCUMENT DATE
7355

COND CODE
A

QUANTITY

SERV

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE
AXLE ASSY XF2

SELECTED BY AND DATE
Dave Hudson 7355

PACKED BY AND DATE
Jim Williams 7356

TYPE OF CONTAINER(S)

NO. OF CONTAINERS

TOTAL WEIGHT

TOTAL CUBE

H05

RECEIVED BY AND DATE
Don Powell 7362

INSPECTED BY AND DATE

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS

FIRST DESTINATION ADDRESS

DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO

14 [illegible] RECEIVER'S SIGNATURE (AND DATE)

15 RECEIVER'S DOCUMENT NUMBER

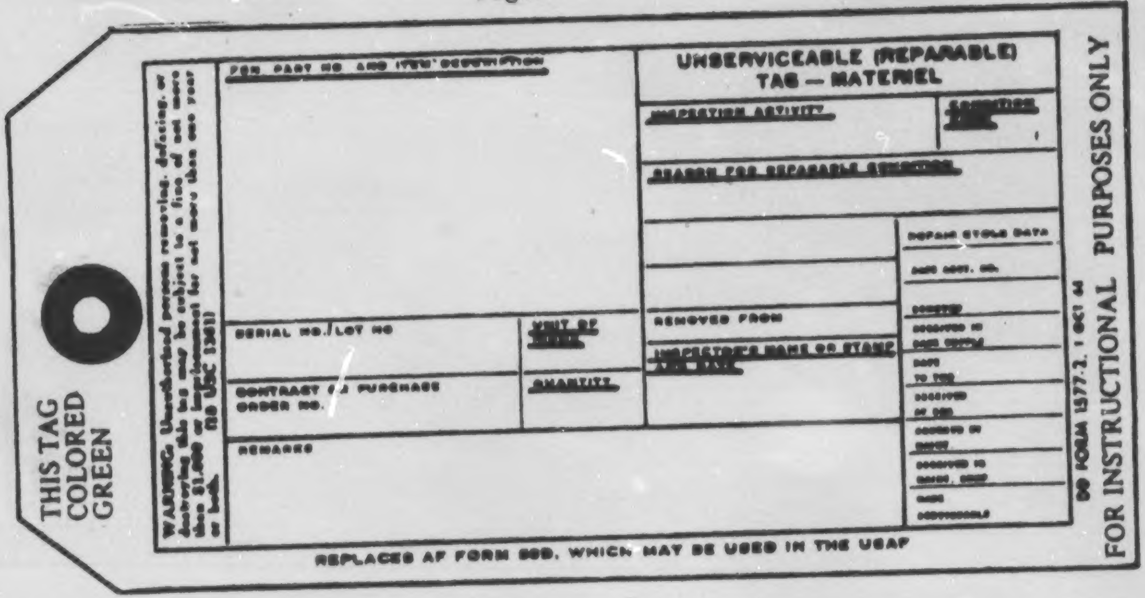
DOCUMENT CONTROL 2

DD FORM 1348-1 (4 PART) 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

Figure 7



THIS TAG COLORED GREEN

WARNING: Unauthorized persons removing, defacing, or destroying this tag may be subject to a fine of not more than $1,000 or imprisonment for not more than one year or both. (18 USC 1361)

FSN, PART NO. AND ITEM DESCRIPTION

SERIAL NO./LOT NO

UNIT OF ISSUE

CONTRACT OR PURCHASE ORDER NO.

QUANTITY

REMARKS

UNSERVICEABLE (REPARABLE) TAG — MATERIEL

INSPECTION ACTIVITY

CONDITION CODE

REASON FOR REPARABLE CONDITION

REPAIR CYCLE DATA

REMOVED FROM

INSPECTOR'S NAME OR STAMP AND DATE

DD FORM 1577-2, 1 OCT 64

REPLACES AF FORM 000, WHICH MAY BE USED IN THE USAF

FOR INSTRUCTIONAL PURPOSES ONLY

Figure 8

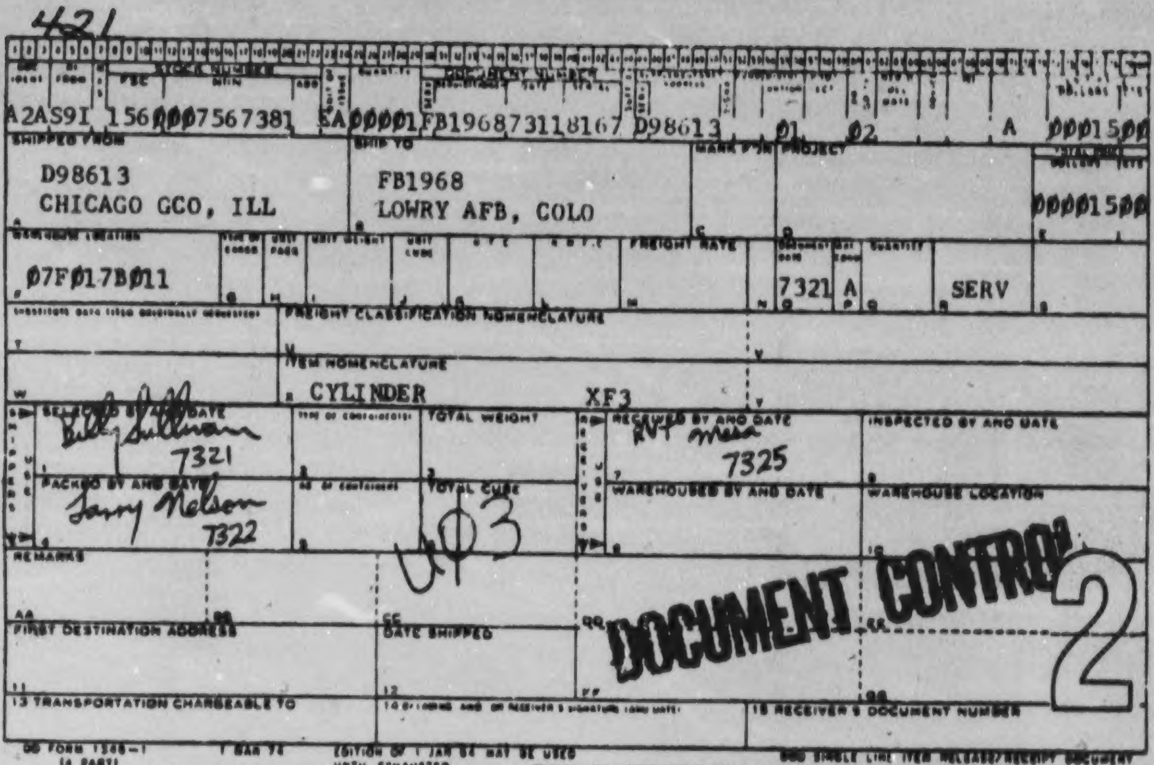
Problem Six: In this problem you will perform the inspector's actions necessary for processing a receipt that has been condemned. Use figures 9 and10 on the next page to complete this problem.

Step 1: On the 7325 day this receipt was inspected and condemned. The inspector was Bob Reinhart and the condition code was "F". Make the required entries on figure 9 to process this condemned receipt.

Step 2: Use the information below and complete the DD Form 1577 in figure 10of your workbook. Complete each block that is underlined.

Stock Record Account Number: FB3[illegible]59
Part number: 6B-J78
Stock number: 1560 00 756 7381
Condition code: H
Item name: Cylinder
Unit of issue: ea
Quantity: 1
Reason: Condition condemned
Inspector: Jim Williams 7177

After completion of this problem return to page 39 of the text.



421

A2AS9I 1560007567381 EA00001FB19687311816 7 D98613 01 02 A 0001500

SHIPPED FROM D98613 CHICAGO GCO, ILL	SHIP TO FB1968 LOWRY AFB, COLO	MARK FOR	PROJECT
TOTAL PRICE 0000150 0			

WAREHOUSE LOCATION 07F017B011	FREIGHT RATE	DOCUMENT DATE 7321	A
QUANTITY	SERV		

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE CYLINDER XF3

SELECTED BY AND DATE Bill Sullivan 7321	TYPE OF CONTAINER(S)	TOTAL WEIGHT	RECEIVED BY AND DATE Pvt Mesa 7325	INSPECTED BY AND DATE
PACKED BY AND DATE Larry Nelson 7322	NO. OF CONTAINERS	TOTAL CUBE U03	WAREHOUSED BY AND DATE	WAREHOUSE LOCATION

REMARKS

FIRST DESTINATION ADDRESS

DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

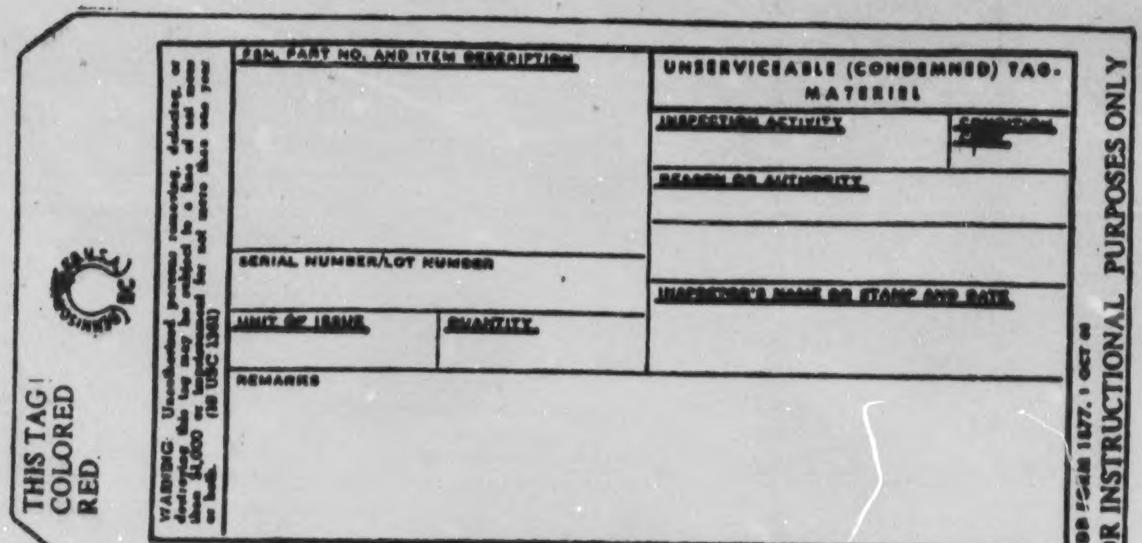
DOCUMENT CONTROL 2

DD FORM 1348-1 (4 PART) EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

Figure 9



THIS TAG COLORED RED

WARNING: Unauthorized persons removing, defacing, or destroying this tag may be subject to a fine of not more than $1,000 or imprisonment for not more than one year or both. (18 USC 1361)

FSN, PART NO. AND ITEM DESCRIPTION

UNSERVICEABLE (CONDEMNED) TAG-MATERIEL

INSPECTION ACTIVITY

REASON OR AUTHORITY

SERIAL NUMBER/LOT NUMBER

INSPECTOR'S NAME OR STAMP AND DATE

UNIT OF ISSUE

QUANTITY

REMARKS

REPLACES AF FORM 966, WHICH MAY BE USED IN THE USAF

DD FORM 1577, 1 OCT 68

FOR INSTRUCTIONAL PURPOSES ONLY

Figure 10

PROGRAMMED TEXT 422

002-04-02-01

Technical Training

Materiel Facilities Specialist

RECEIVING PROCEDURES, PART TWO

AUGUST 1978

LOWRY TECHNICAL TRAINING CENTER
3440th Technical Training Group
Lowry Air Force Base, Colorado

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ATC FORM 214 (JAN 76) OBSOLETES ATC FORMS 214, MAY 69, 522, NOV 63 AND 523, MAY 71. STANDARD COVERSHEET

423

Supply Training Branch
Lowry Air Force Base, Colorado

PT G3ABR64531 000
August 1978

RECEIVING PROCEDURES, PART TWO

SCOPE

In the last lesson you learned about the first part of the receiving process. You first studied the inchecker's responsibilities such as off-loading property from the transportation carrier and checking for visual damage, identifying "overages" or "shortages" by comparing the quantity shipped against the quantity actually received, and finally, assigning property to a tote box or hold bay. From this point the paperwork and property was given to the inspector so that he could perform his duties as required.

Now that we have the property inchecked and inspected, it's time to complete the receiving process by processing it through the computer. In this lesson we will learn about the responsibilities of the receiving clerk such as updating receipt due-in cards and moving property to the appropriate distribution point upon receipt of the output notice.

OBJECTIVES

1. Describe procedures followed to prepare discrepancy reports for property received in unserviceable condition.

2. Perform the tasks required of the receiving clerk and inprocess three receipts.

3. Determine the appropriate disposition of property for two output notices.

INSTRUCTIONS

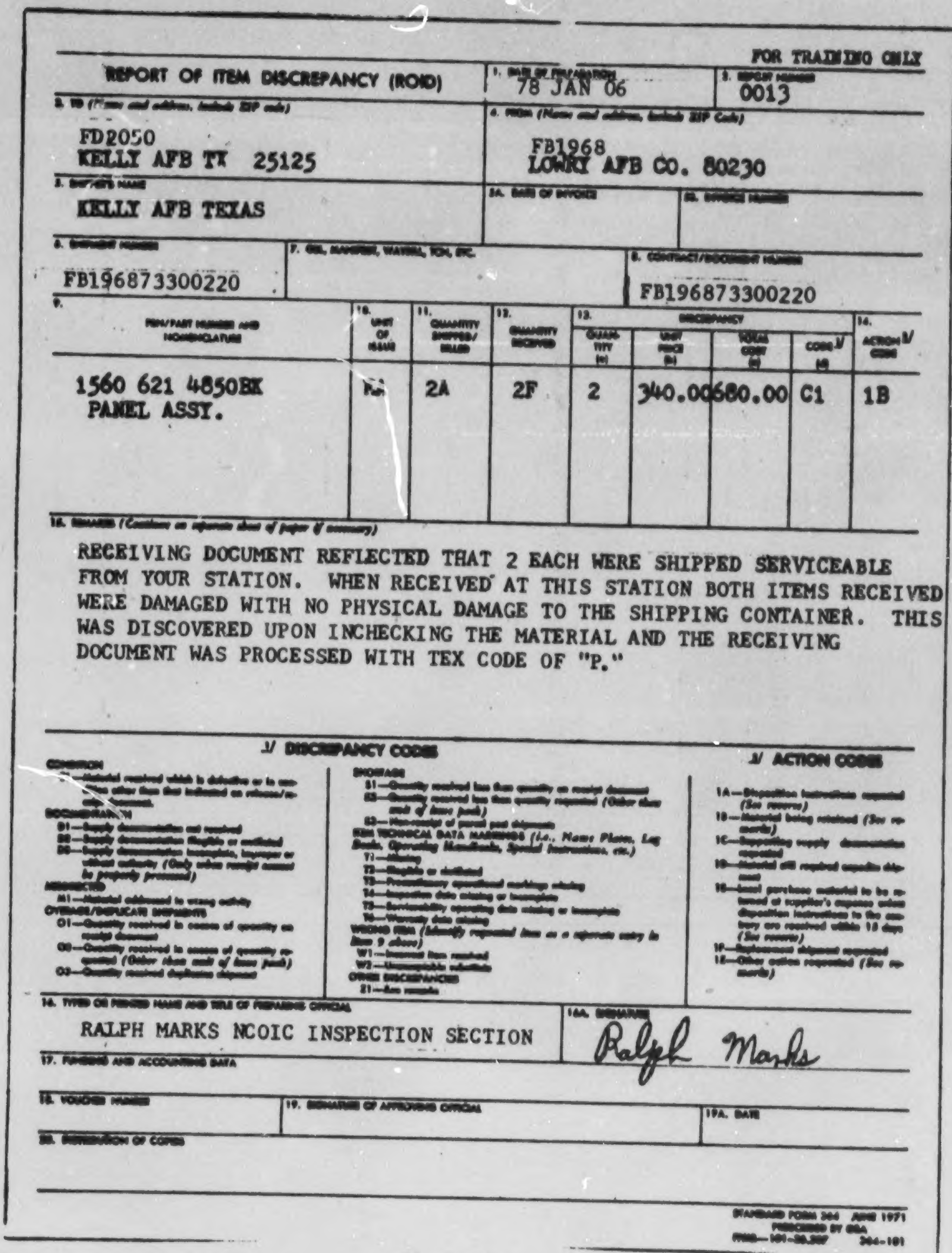
To complete this lesson you will need this programmed text, a workbook, AIS Module Test Form #4, and a piece of scratch paper. Be sure to answer the embedded questions on a piece of scratch paper and then check them against the instructor's answer key.

Supersedes PT 002-04-02-01 dated March 1978.

Let's pick up where we left off in the previous lesson. We completed Receiving Procedures, Part One, by discussing the responsibilities of the inspector for processing unserviceable receipts. For example, the various entries he makes on the receiving document and preparation of appropriate condition tags. Well, there is one other step to be performed when processing receipts that have discrepancies. Whenever a discrepancy is discovered during the inchecking or inspection functions of the receiving process, a decision must be made as to whether or not it should be reported. Discrepancies that would qualify for reporting purposes would be any receipt that is received over, short, or damaged. Additionally, these items must have a cost in excess of $9.99 if shipped from GSA or $99.99 from all other DOD activities. If a receipt meets these prerequisites, an SF (Standard Form) 364 must be prepared and distributed. The final decision whether or not to submit a report of item discrepancy rests with the inspector.

An example of a prepared SF 364 appears in figure 1 and the adjusted receiving document is shown in figure 2. Refer to both of these as we discuss the information on the SF Form 364. Block 1 "Date of Preparation" is the date when the discrepancy is discovered and the form is prepared. Block 2 "Report Number" is determined by the Receiving Section which maintains a log of numbers for these reports. The information for blocks 3, 4, 6, 8, 9, 10, 11, 12, 13, 13b, and 13c is taken from the DD Form 1348-1, Receiving Document. Take a few minutes and locate this information on the receiving document shown in figure 2. The explanation for "Discrepancy Code" (block 13d) and "Action Code" (block 14) is shown in the bottom portion of the SF Form 364. Block 15 contains a statement of facts on the damaged property to clarify the reason for the discrepancy report. Read the information shown on the SF Form 364 shown in figure 1 as we discuss it in more detail.

The statement on the SF Form 364 specifies that the "item was received damaged with no physical damage to the shipping container." This means that the item was damaged before it was packaged for shipment and the transportation carrier was not at fault. This statement relieves the transportation carrier and the receiving Base Supply of the responsibility for paying for the damaged item.



FOR TRAINING ONLY

REPORT OF ITEM DISCREPANCY (ROID)

1. DATE OF PREPARATION 78 JAN 06	3. REPORT NUMBER 0013	
2. TO (Name and address, include ZIP code) FD2050 KELLY AFB TX 25125	4. FROM (Name and address, include ZIP Code) FB1968 LOWRY AFB CO. 80230	
5. SHIPPER'S NAME KELLY AFB TEXAS	5A. DATE OF INVOICE	5B. INVOICE NUMBER
6. SHIPMENT NUMBER FB196873300220	7. GBL, MANIFEST, WAYBILL, TCN, ETC.	8. CONTRACT/DOCUMENT NUMBER FB196873300220

9. FSN/PART NUMBER AND NOMENCLATURE	10. UNIT OF ISSUE	11. QUANTITY SHIPPED/BILLED	12. QUANTITY RECEIVED	13. DISCREPANCY QUANTITY (a)	UNIT PRICE (b)	TOTAL COST (c)	CODE 1/ (d)	14. ACTION CODE 1/
1560 621 4850BK PANEL ASSY.	EA	2A	2F	2	340.00	680.00	C1	1B

15. REMARKS (Continue on separate sheet of paper if necessary)

RECEIVING DOCUMENT REFLECTED THAT 2 EACH WERE SHIPPED SERVICEABLE FROM YOUR STATION. WHEN RECEIVED AT THIS STATION BOTH ITEMS RECEIVED WERE DAMAGED WITH NO PHYSICAL DAMAGE TO THE SHIPPING CONTAINER. THIS WAS DISCOVERED UPON INCHECKING THE MATERIAL AND THE RECEIVING DOCUMENT WAS PROCESSED WITH TEX CODE OF "P."

1/ DISCREPANCY CODES

1/ ACTION CODES

16. TYPED OR PRINTED NAME AND TITLE OF PREPARING OFFICIAL

RALPH MARKS NCOIC INSPECTION SECTION

16A. SIGNATURE

Ralph Marks

17. FUNDING AND ACCOUNTING DATA

18. VOUCHER NUMBER

19. SIGNATURE OF APPROVING OFFICIAL

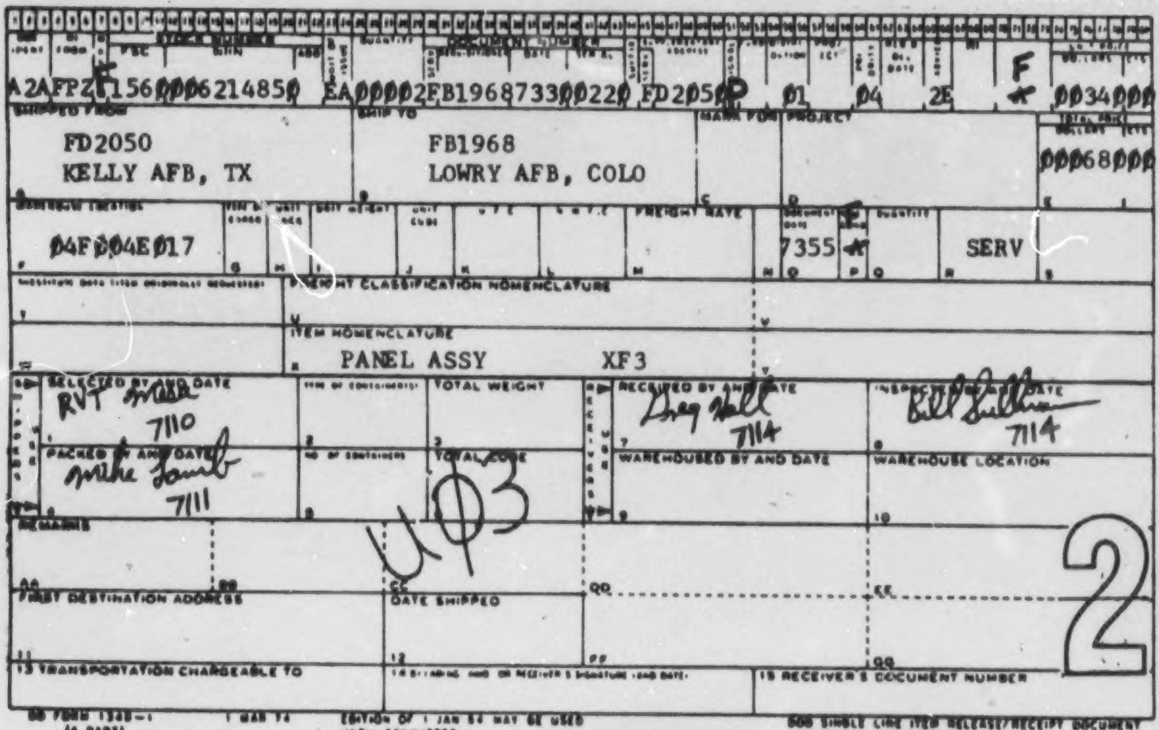
19A. DATE

20. DISTRIBUTION OF COPIES

STANDARD FORM 364 JUNE 1971
PRESCRIBED BY GSA
FPMR—101-26.307 364-101

Figure 1

426



A2AFPZ F 15600006214850 EA00002FB196873300220 FD2050 P 01 04 2E F 0034000

SHIPPED FROM
FD2050
KELLY AFB, TX

SHIP TO
FB1968
LOWRY AFB, COLO

MARK FOR
PROJECT
TOTAL PRICE
00068000

04F004E017

FREIGHT RATE
7355 F
SERV

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE
PANEL ASSY XF3

SELECTED BY AND DATE
RVT [illegible] 7110

TOTAL WEIGHT

RECEIVED BY AND DATE
Greg Hall 7114

INSPECTED BY AND DATE
Bill Sullivan 7114

PACKED BY AND DATE
Mike Lamb 7111

TOTAL CUBE

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS

U03

FIRST DESTINATION ADDRESS

DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

2

DD FORM 1348-1 (6 PART)

EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

Figure 2

The SF Form 364 is prepared in six copies. The chart below shows the distribution of SF Form 364.

Copies 1 and 2 = item manager
Copy 3 = forwarded to the activity that shipped the item
Copy 4 = forwarded to Accounting and Finance
Copy 5 = attached to the Document Control copy of the receiving document
Copy 6 = used as locally determined

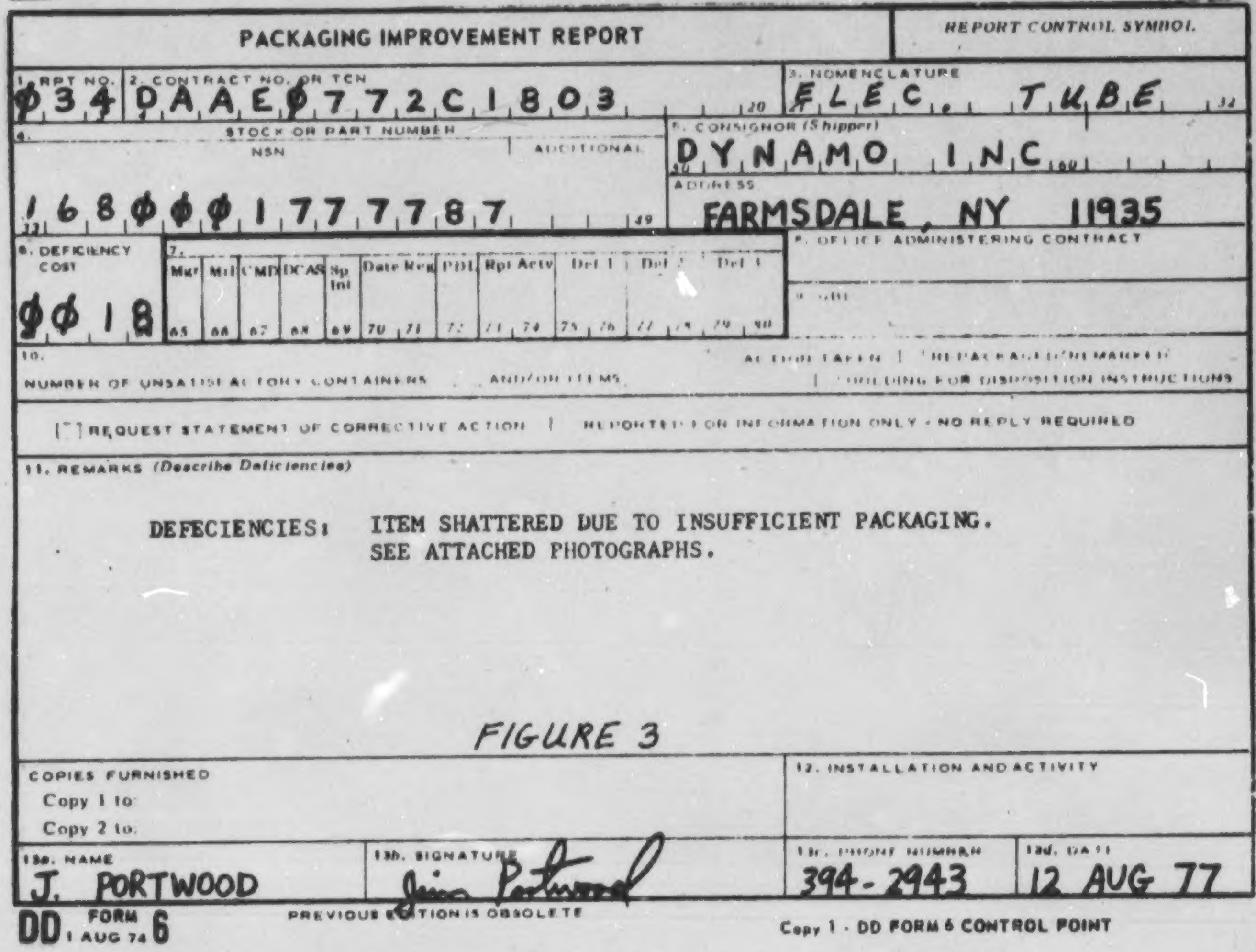
The guideline used for preparing SF Form 364 is located in AFM 67-1, Volume I, Part One, Chapter 5. So if you are ever assigned the job of preparing a "Report of Item Discrepancy," it would be to your advantage to remember this reference.

416

If an item was damaged because of improper packaging, a DD Form 6, Packaging Improvement Report, must be prepared in lieu of the SF Form 364. An example of a completed DD Form 6 is shown in figure 3. Also include photographs or sketches whenever possible, using a ruler in the picture to show relative sizes.

A DD Form 6 is prepared to report any unsatisfactory conditions, including item damage or loss resulting from improper packaging when the estimated or actual cost of correcting the deficiencies exceeds $50.

DD Form 6 is prepared in three copies. Copy one is forwarded to the item manager, copy two is sent to the activity that shipped the item, and copy three is maintained in suspense.



PACKAGING IMPROVEMENT REPORT

REPORT CONTROL SYMBOL

1. RPT NO. 034
2. CONTRACT NO. OR TCN DAAE0772C1803
3. NOMENCLATURE ELEC. TUBE
4. STOCK OR PART NUMBER — NSN 1680001777787 — ADDITIONAL
5. CONSIGNOR (Shipper) DYNAMO INC.
ADDRESS FARMSDALE, NY 11935
6. DEFICIENCY COST 0018
7. Mgr | Mil | CMD | DCAS | Sp Int | Date Rec | PDL | Rpt Activ | Def 1 | Def 2 | Def 3
8. OFFICE ADMINISTERING CONTRACT
9. UIC
10. NUMBER OF UNSATISFACTORY CONTAINERS AND/OR ITEMS
ACTION TAKEN | REPACKAGED/REMARKED | HOLDING FOR DISPOSITION INSTRUCTIONS

[ ] REQUEST STATEMENT OF CORRECTIVE ACTION | REPORTED FOR INFORMATION ONLY - NO REPLY REQUIRED

11. REMARKS (Describe Deficiencies)

DEFECIENCIES: ITEM SHATTERED DUE TO INSUFFICIENT PACKAGING.
SEE ATTACHED PHOTOGRAPHS.

FIGURE 3

COPIES FURNISHED
Copy 1 to:
Copy 2 to:
12. INSTALLATION AND ACTIVITY
13a. NAME J. PORTWOOD
13b. SIGNATURE Jim Portwood
13c. PHONE NUMBER 394-2943
13d. DATE 12 AUG 77

DD FORM 1 AUG 74 6 PREVIOUS EDITION IS OBSOLETE

Copy 1 - DD FORM 6 CONTROL POINT

Let's take a minute to test your understanding of the material just covered. Record your responses on a sheet of scratch paper.

Q1. DD Form 6 is prepared to report what type of discrepancies?

Q2. When is SF Form 364 prepared?

Q3. What is the disposition of copy one of SF Form 364?

Q4. Copy 3 of SF Form 364 is forwarded to Accounting and Finance.

a. True.
b. False.

Q5. What manual reference provides instructions for preparing a "Report of Item Discrepancy"?

Q6. How many copies of DD Form 6 are prepared when reporting a discrepancy?

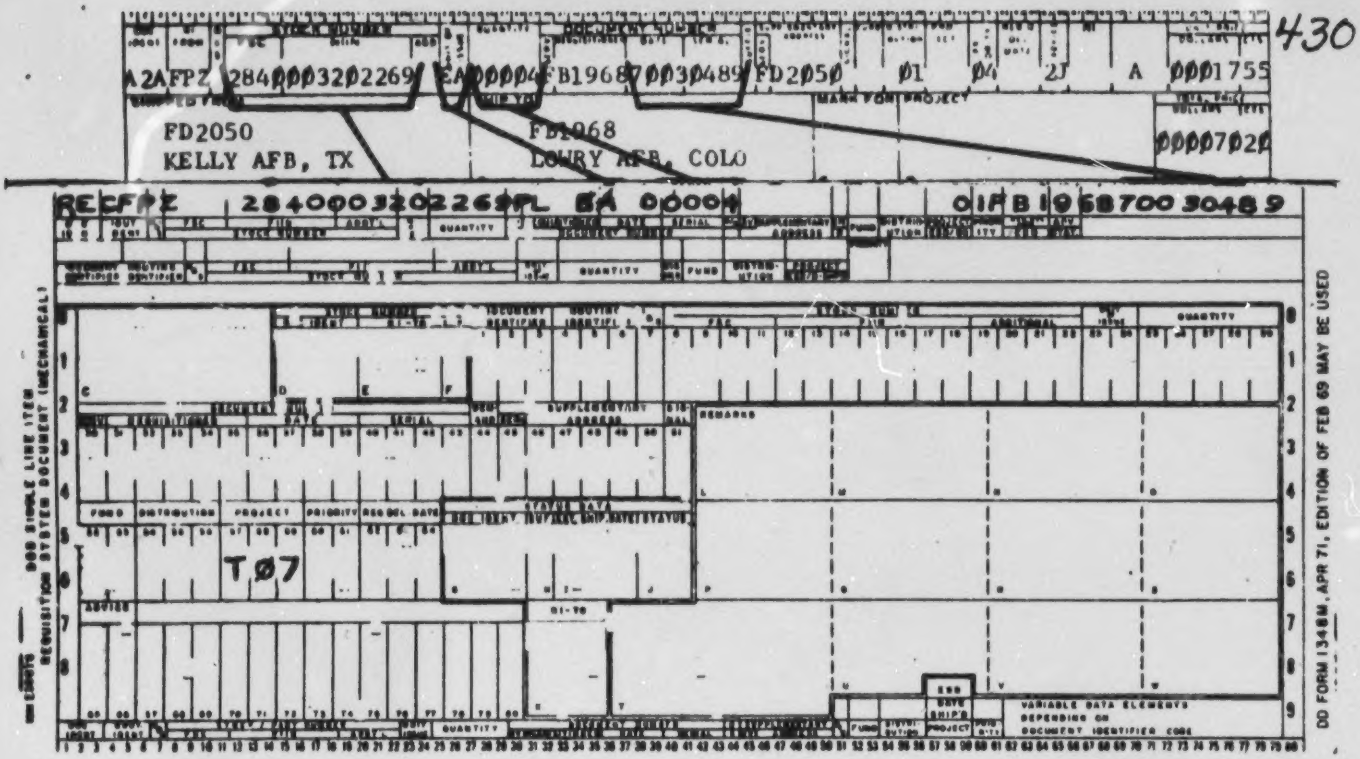
Q7. Which copy of DD Form 6 is maintained in suspense?

429

From the inspector the property moves further down the receiving line to the receiving clerk. The first thing he does is distribute copies of the receiving document. Remember that the inchecker stamped the first copy "DOCUMENT CONTROL COPY" and the third copy "WAREHOUSE COPY." The first copy of the DD 1348-1 is forwarded to the Document Control Section by the receiving clerk. He uses the second copy to process against the receipt due-in card file for input action. The third copy is left with the property until a computer output is received.

After the receiving clerk distributes the receiving document, he looks at the requisition document number on the second copy of the DD Form 1348-1. Taking the last eight digits (the Julian date and serial number), he finds the matching REC card in the receipt due-in card file. The receiving clerk must first enter the tote box or hold bay number on the receipt due-in card. This information is entered in card columns 57-59 so that it can be keypunched into these card columns. This is done so that the output product will tell the receiving clerk where to locate the property. If there are 25 tote boxes with several items in each box, it would be impossible to remember where everything is.

The clerk then compares the receiving document with the receipt due-in card to make sure the information on them matches. Figure 4 on the next page highlights the data that is compared when the receiving document is checked against the receipt due-in card. Notice that the tote box number has been entered into card columns 57 through 59 of the receipt due-in card. Take a few minutes to study this figure before you continue with the lesson. If you are confused about the highlighted data in figure 4, ask your instructor for assistance.



A2AFPZ 2840003202269 EA00004FB19687003048 9FD2050 01 04 2J A 0001755

FD2050
KELLY AFB, TX

FB1968
LOWRY AFB, COLO

00007020

RECFPZ 2840003202269PL EA 00004 01FB19687003048 9

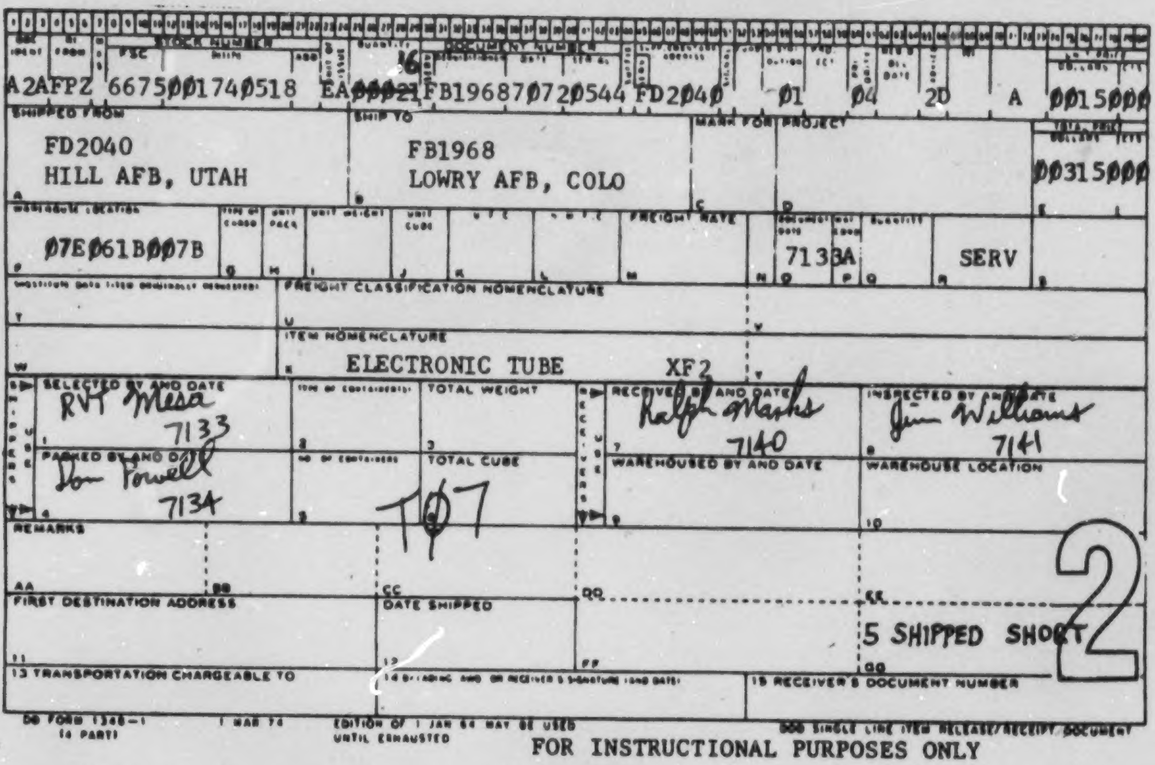
T07

DD FORM 1348M, APR 71, EDITION OF FEB 69 MAY BE USED
DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MECHANICAL)
REMARKS
VARIABLE DATA ELEMENTS DEPENDING ON DOCUMENT IDENTIFIER CODE

Figure 4

Any difference between the data reflected on the receipt due-in card and the receiving document must be corrected before input to the Remote Card Reader. For example, in the case of an overage or shortage receipt, when the receipt due-in clerk receives the annotated receiving document, he must change the input card prior to computer processing. This is done by keypunching the actual quantity received in cc 25-29 of the receipt due-in card and the quantity over or short in cc 60-64. In addition, a quantity variance indicator code is placed in cc 65. The variance indicator code "O" is used for overage receipts and code "S" for shortage receipts. Figure 5 is a sample of a receipt that has been received as a shortage. Notice the entries made on the receipt due-in card in figure 6. Study these entries carefully because you will be accomplishing them a little later in this lesson.

431



A2AFPZ 66750017405l8 EA00021 FB19687072054 4 FD2040 01 04 2D A 0015000

16

SHIPPED FROM

FD2040
HILL AFB, UTAH

SHIP TO

FB1968
LOWRY AFB, COLO

MARK FOR

PROJECT

TOTAL PRICE

00315000

WAREHOUSE LOCATION

07E061B007B

FREIGHT RATE

7133A

SERV

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE

ELECTRONIC TUBE XF2

SELECTED BY AND DATE

RVT Mesa
7133

TOTAL WEIGHT

RECEIVED BY AND DATE

Ralph Marks
7140

INSPECTED BY AND DATE

Jim Williams
7141

PACKED BY AND DATE

Don Powell
7134

TOTAL CUBE

T07

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS

FIRST DESTINATION ADDRESS

DATE SHIPPED

5 SHIPPED SHORT

2

13 TRANSPORTATION CHARGEABLE TO

14 SIGNATURE AND DATE

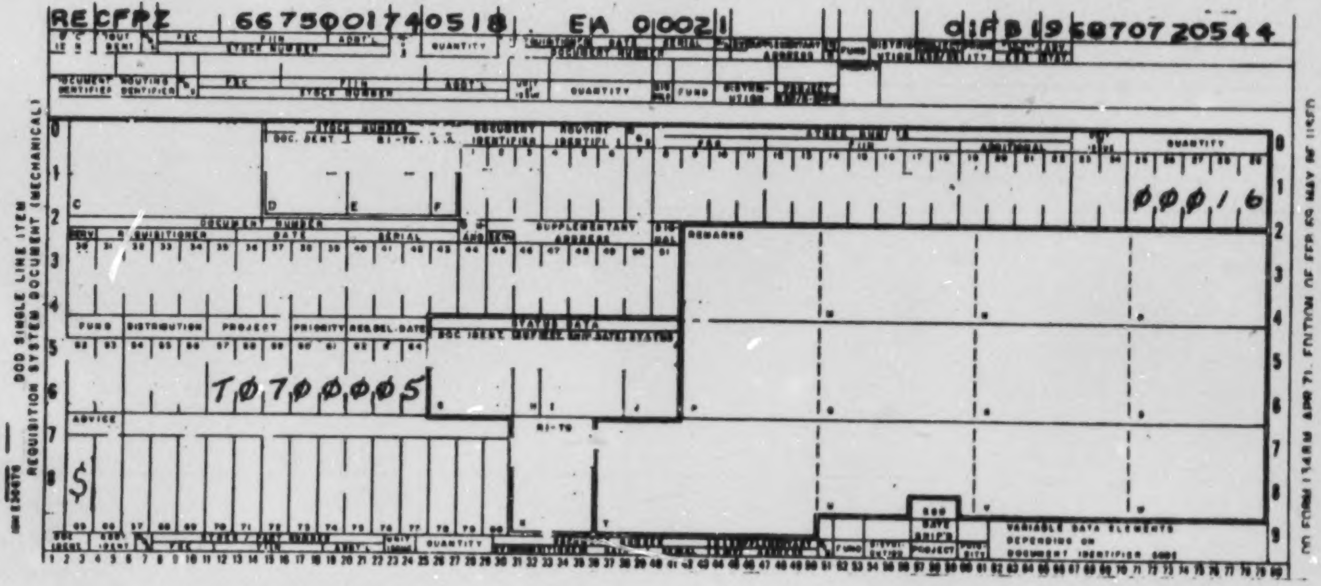
15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1 (4 PART) 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

Figure 5



RECFPZ 6675001740518 EA 00021 01FB1968707 20544

DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MECHANICAL)

STOCK NUMBER

QUANTITY

00016

DOCUMENT NUMBER

REMARKS

FUND DISTRIBUTION PROJECT PRIORITY REQ.DEL.DATE

T0700005

STATUS DATA

ADVICE

$

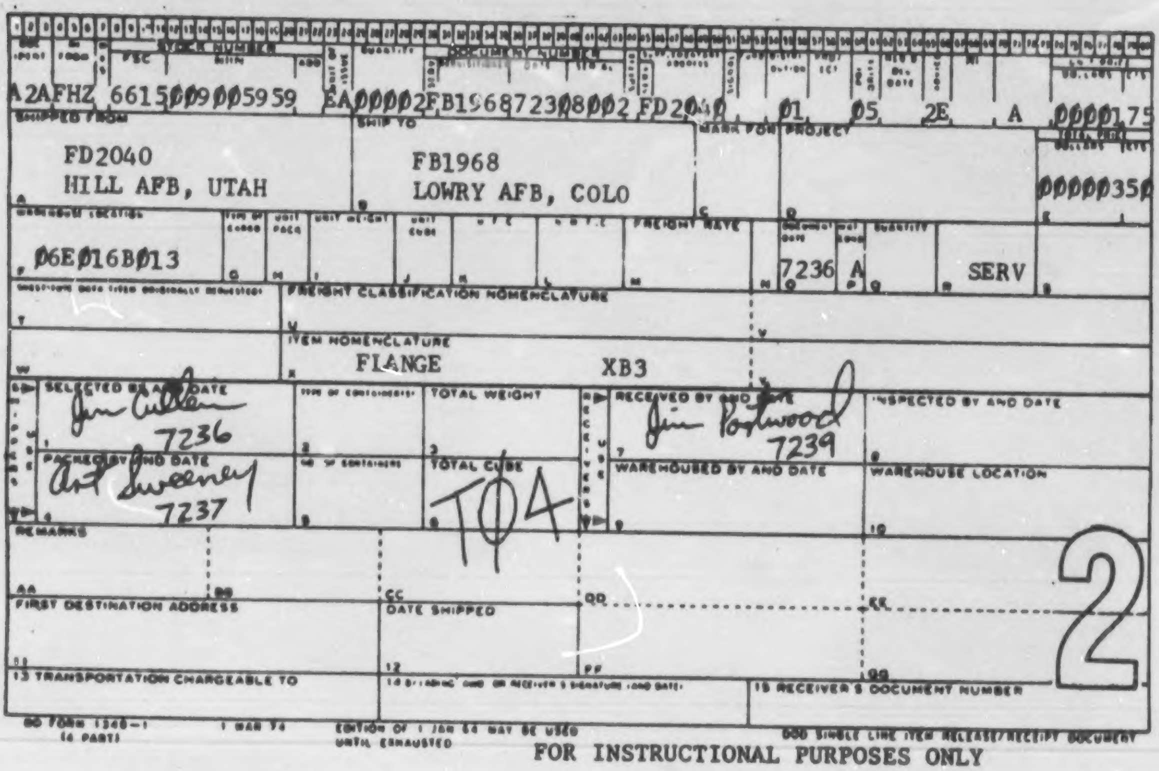
DD FORM 1348M APR 71 EDITION OF FEB 69 MAY BE USED

Figure 6

As the receipt due-in clerk, you must also identify all partial and excess receipts, and reflect the changes in the receipt due-in card for keypunch corrections.

A partial receipt exists when the quantity actually received is equal to the quantity printed on the receiving document, but is less than the quantity appearing on the receipt due-in card. For example, let's say a receipt is received which contains a quantity of 4 each, and when compared with the actual quantity received, there is no indication that a problem exists. However, when the corresponding receipt due-in card is removed from the file, the receipt due-in card contains a quantity of 6 as due-in. The quantity on the receipt due-in card represents the original quantity requisitioned and is the quantity that is recorded on the computer due-in detail records. This particular type of situation is shown in the next two figures. Figure 7 is a receipt for 2 each that has been inchecked by Jim Portwood and no discrepancies were found. Notice that the receipt due-in card displayed in figure 8 reflects a quantity of 3 each. This is a partial receipt and the receiving clerk must annotate the necessary information on the receipt due-in card so that the computer records can be updated. He accomplishes this by annotating the actual quantity received in cc 25-29 and a quantity variance indicator code of "P" in cc 65 on the receipt due-in card. Examine these entries that have been made on the receipt due-in card in figure 8. If you have any questions ask your instructor for assistance.

433



A2AFHZ 6615009005959 EA00002FB196872308002 FD2040 01 05 2E A 0000175

SHIPPED FROM
FD2040
HILL AFB, UTAH

SHIP TO
FB1968
LOWRY AFB, COLO

MARK FOR
PROJECT

00000350

WAREHOUSE LOCATION
06E016B013

FREIGHT RATE

7236 A SERV

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE
FLANGE XB3

SELECTED BY AND DATE
Jim Wilson
7236

TOTAL WEIGHT

RECEIVED BY AND DATE
Jim Postwood
7239

INSPECTED BY AND DATE

PACKED BY AND DATE
Art Sweeney
7237

TOTAL CUBE
T04

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS

FIRST DESTINATION ADDRESS

DATE SHIPPED

2

13 TRANSPORTATION CHARGEABLE TO

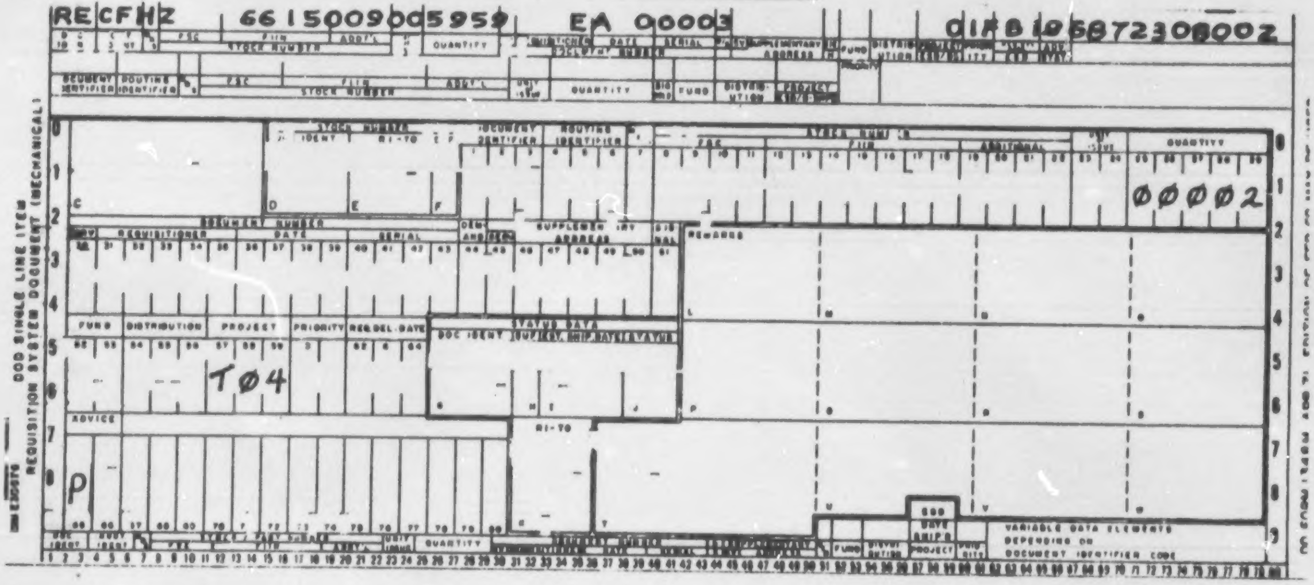
15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1 (4 PART) 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

Figure 7



RECFHZ 6615009005959 EA 00003 D1FB196872308002

DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MECHANICAL)

QUANTITY
00002

DOCUMENT NUMBER

REMARKS

FUND DISTRIBUTION PROJECT PRIORITY REQ'D DEL. DATE

T04

STATUS DATA

ADVICE

P

RI-TO

VARIABLE DATA ELEMENTS DEPENDING ON DOCUMENT IDENTIFIER CODE

Figure 8

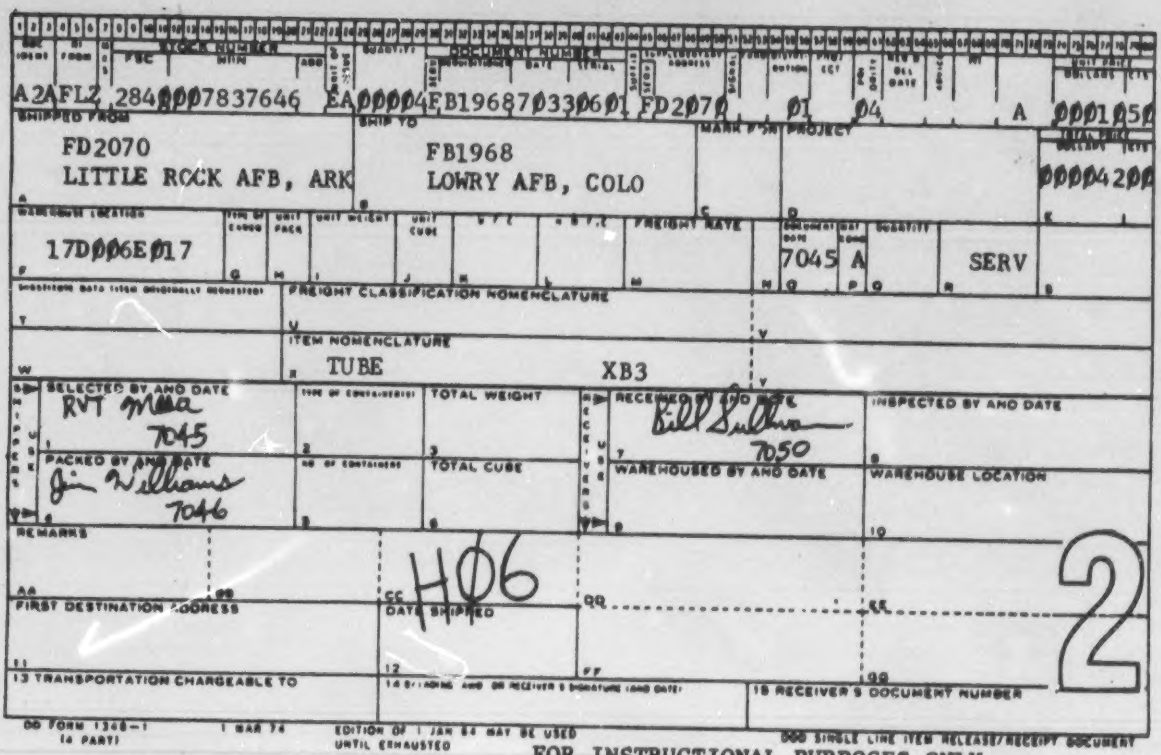
453

An excess receipt exists when the quantity received is equal to the quantity identified on the receiving document, but the quantity received is greater than the quantity appearing on the receipt due-in card. Again, as the receipt due-in clerk, you must check the receipt due-in card against the actual quantity received and make the necessary corrections before input to the computer. If the quantity on the receipt due-in card is not changed to the actual amount received, the quantity input to the computer will be recorded in error.

When an excess situation is discovered by the receipt due-in clerk, you must correct the receipt due-in card prior to input. This is accomplished by annotating the correct quantity received in cc 25-29 and placing a quantity variance indicator code of "E" in cc 65 on the receipt due-in card. Then the keypunch operator can punch this information into the card for computer input.

Let's look at the situation illustrated on the next page. Figure 9 is a receipt for 4 each and the receipt due-in card in figure 10 tells us that only 3 each was ordered. Because we received 1 more than was ordered this must be processed as an excess. Notice the entries that have been made on the receipt due-in card for this situation. Study them closely!

435



A2AFLZ 2840007837646 EA00004FB19687033060l FD2070 01 04 A 0001050

SHIPPED FROM

FD2070
LITTLE ROCK AFB, ARK

SHIP TO

FB1968
LOWRY AFB, COLO

MARK FOR

PROJECT

TOTAL PRICE 000042000

WAREHOUSE LOCATION 17D006E017

FREIGHT RATE

DOCUMENT DATE 7045 A

SERV

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE TUBE XB3

SELECTED BY AND DATE RVT Mesa 7045

TYPE OF CONTAINER(S)

TOTAL WEIGHT

RECEIVED BY AND DATE Bill Sullivan 7050

INSPECTED BY AND DATE

PACKED BY AND DATE Jim Williams 7046

NO. OF CONTAINERS

TOTAL CUBE

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS

H06

2

FIRST DESTINATION ADDRESS

DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO

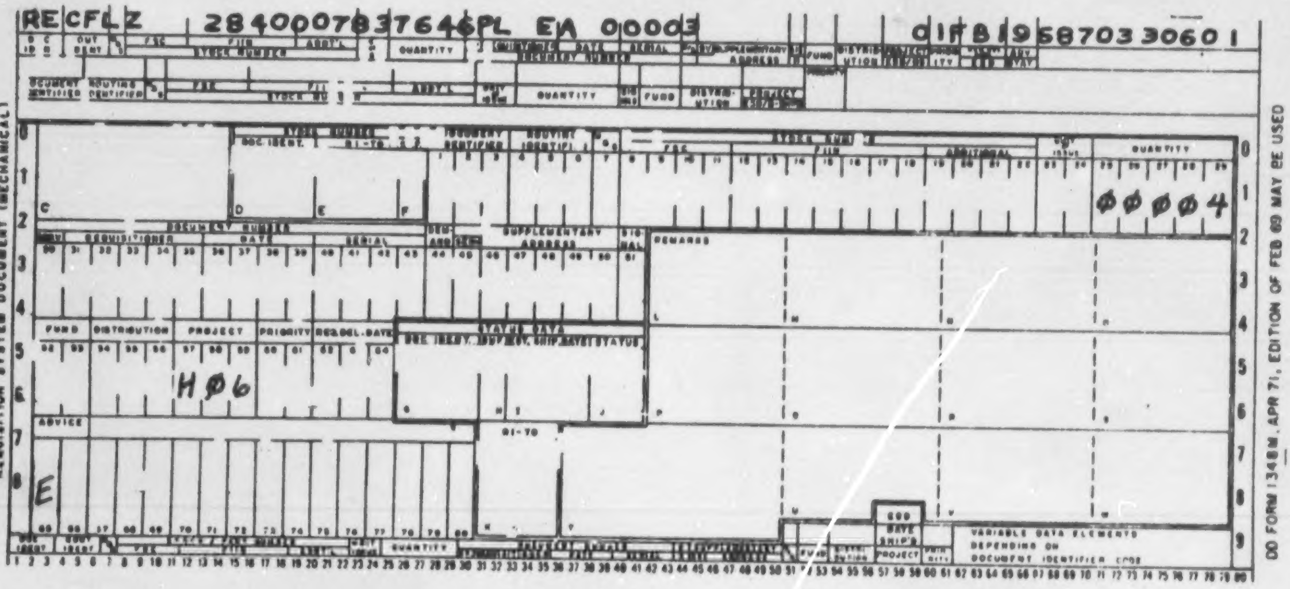
15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1 (6 PART) 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

Figure 9



RECFLZ 2840007837646PL EA 00003 01FB1958703 30601

DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MECHANICAL)

QUANTITY 00004

REMARKS

STATUS DATA

H06

ADVICE

E

VARIABLE DATA ELEMENTS DEPENDING ON DOCUMENT IDENTIFIER CODE

DD FORM 1348M, APR 71, EDITION OF FEB 69 MAY BE USED

Figure 10

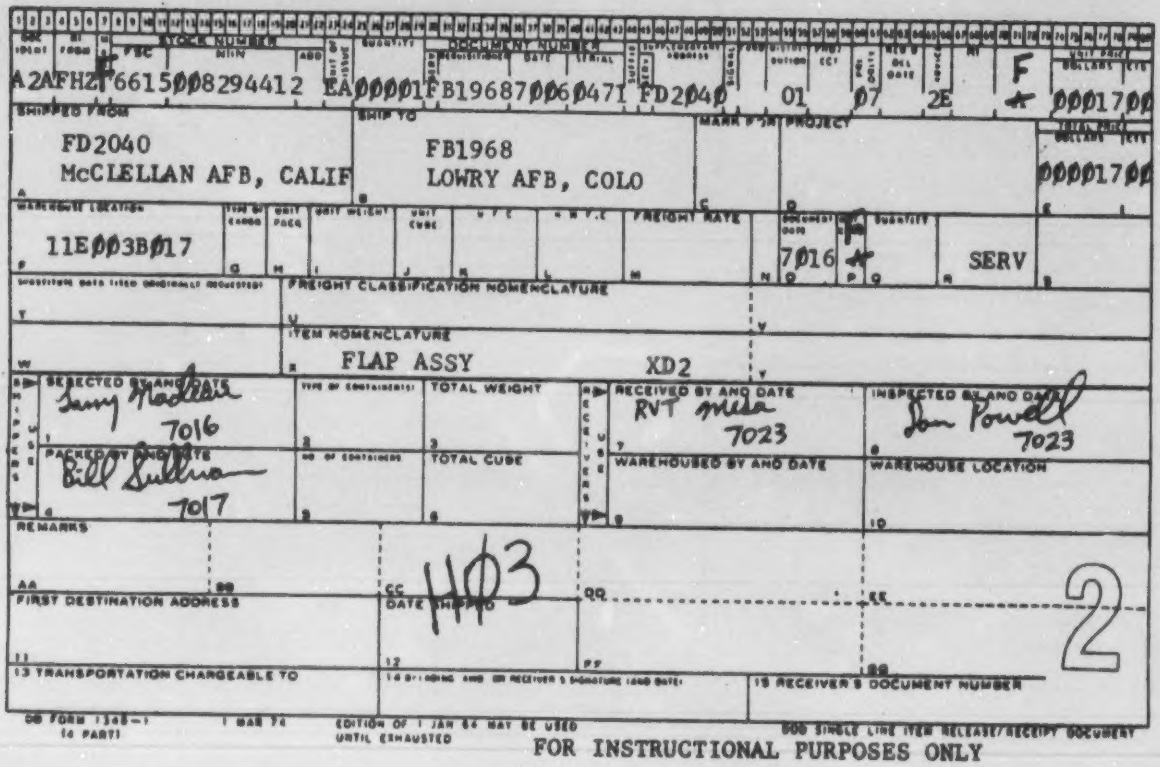
455

The receipt due-in clerk must also be alert for receipts that have been declared unserviceable. When he notices a receipt that has been annotated by the inspector as being unserviceable, he must update the receipt due-in card. This is done by entering the condition code reflected in cc 7 of the receiving document into cc 7 of the receipt due-in card.

An example of this situation is shown on the next page. The condition code "F" in cc 7 of figure 11 has been entered in cc 7 of the receipt due-in card displayed in figure 12. The only other entry on a receipt due-in card for an unserviceable receipt is the tote box or hold bay.

There are three main receiving hold areas that must be maintained by receiving personnel. They are the serviceable hold area, unserviceable hold area, and the reject hold area. The reason for these separate holding areas is to reduce confusion and keep every piece of property within reach. Holding areas also reduce the possibility of unserviceable and serviceable property being sent to the wrong people. It's simply a matter of knowing where you put it and being able to find it when you want it. Take a break and study the entries in aforementioned paragraph.

437



A2AFHZ F 661500829 4412 EA 00001 FB196870060471 FD2040 01 07 2E F A 0001700

SHIPPED FROM
FD2040
McCLELLAN AFB, CALIF

SHIP TO
FB1968
LOWRY AFB, COLO

TOTAL PRICE 0000001700

WAREHOUSE LOCATION 11E003B017

DOCUMENT DATE 7016 F A SERV

ITEM NOMENCLATURE FLAP ASSY XD2

SELECTED BY AND DATE Larry Madlain 7016

PACKED BY AND DATE Bill Sullivan 7017

RECEIVED BY AND DATE RVT Mesa 7023

INSPECTED BY AND DATE Don Powell 7023

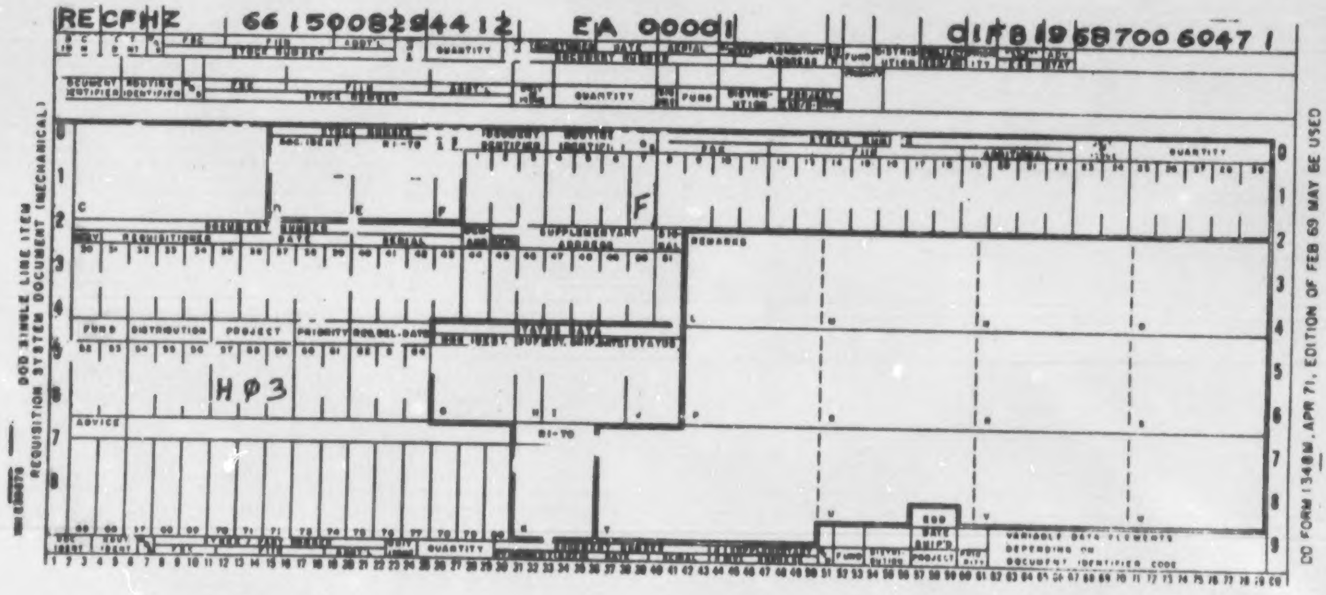
H03

2

DD FORM 1348-1 (4 PART) 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

Figure 11



RECFHZ 661500829 4412 EA 00001 01F819687006047 1

F

H03

DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MECHANICAL)

DD FORM 1348M, APR 71, EDITION OF FEB 69 MAY BE USED

Figure 12

As you can readily see, the receipt due-in clerk has a very important job. You must be knowledgeable in the different types of receiving processing actions and you must have a very keen eye for identifying required changes to receipt due-in cards. The receipt due-in clerk is the last man in the receiving processing chain for insuring that computer inputs contain valid information.

Answer the following questions on a sheet of scratch paper. Make sure that you check them for correctness when you have finished.

Q8. In the case of an overage or shortage, what information is entered in cc 25-29 of the receipt due-in card?

Q9. Which quantity variance indicator code identifies an overage?

Q10. Which card columns contain the quantity over or short entered on a receipt due-in card?

Q11. What situation exists when the quantity actually received is equal to that which is printed on the receiving document, but is less than the quantity on the receipt due-in card?

Q12. Which copy of the receiving document is compared against the receipt due-in card?

Q13. What is the disposition of copy three of the receiving document?

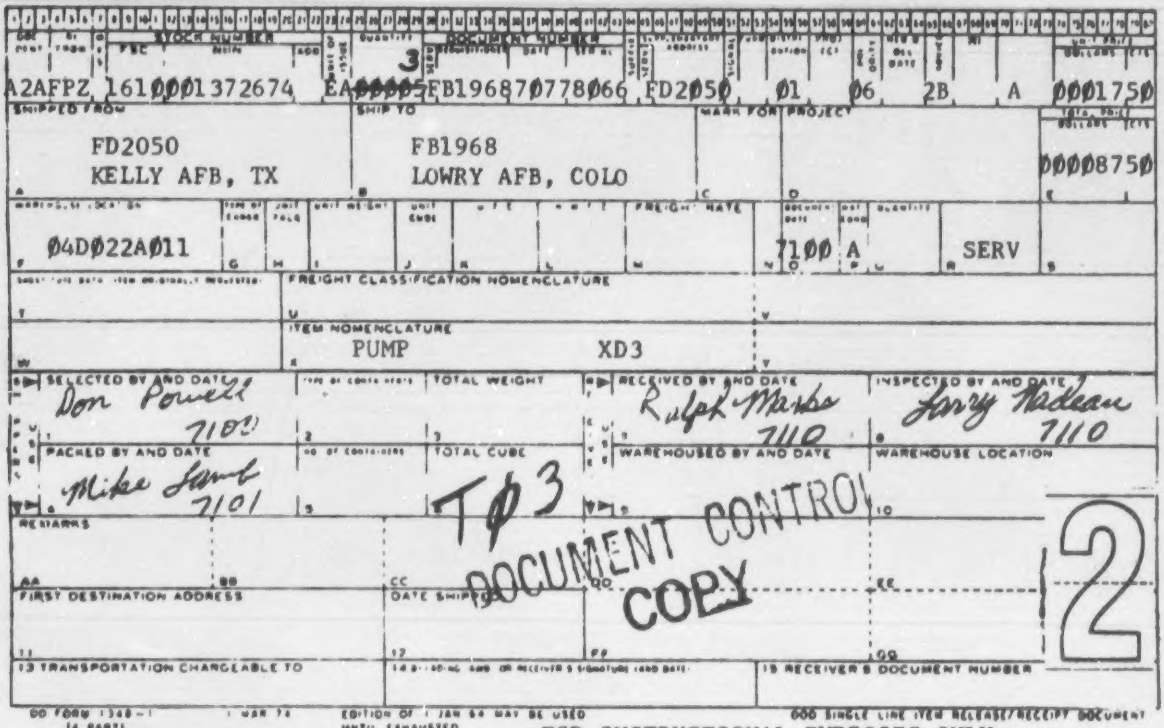
Q14. In which card column is the condition code entered on a receipt due-in card for an unserviceable receipt?

Go to the workbook and complete all five problems. Follow the instructions in each problem and make necessary entries.

In the previous lesson you learned how to prepare an extract document. Now you are going to review the procedures. This should clear up any questions you have about the preparation of extracts. If not, discuss it with your instructor.

When a portion of a shipment is damaged, another DD Form 1348-1 is prepared by using the necessary information from the original. The damaged quantity is entered on the extract document using the same document number. A materiel condition code of "F" is entered in cc 7, a TEX code of "P" or "Z" is entered in cc 51 (as applicable). The unserviceable hold area is assigned to the property such as U02. The extract document and property will be treated just like a shipment to you from another base. By this we mean it will be inchecked and inspected just like any other receipt. Also you will stamp the various copies with the DOCUMENT CONTROL and WAREHOUSE COPY stamp, and make the usual distribution.

Now compare the original receipt document below with the extract document on the next page. Especially notice the entries just discussed.



STOCK NUMBER · DOCUMENT NUMBER

3

A2AFPZ 1610001372674 EA~~00005~~ FB196870778066 FD2050 01 06 2B A 0001750

SHIPPED FROM
FD2050
KELLY AFB, TX

SHIP TO
FB1968
LOWRY AFB, COLO

MARK FOR · PROJECT · TOTAL PRICE 00008750

04D022A011 · 7100 A · SERV

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE
PUMP XD3

SELECTED BY AND DATE: Don Powell 7100

TOTAL WEIGHT

RECEIVED BY AND DATE: Ralph Marks 7110

INSPECTED BY AND DATE: Larry Nadeau 7110

PACKED BY AND DATE: Mike Lamb 7101

TOTAL CUBE: T03

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

DOCUMENT CONTROL
COPY

2

REMARKS

FIRST DESTINATION ADDRESS

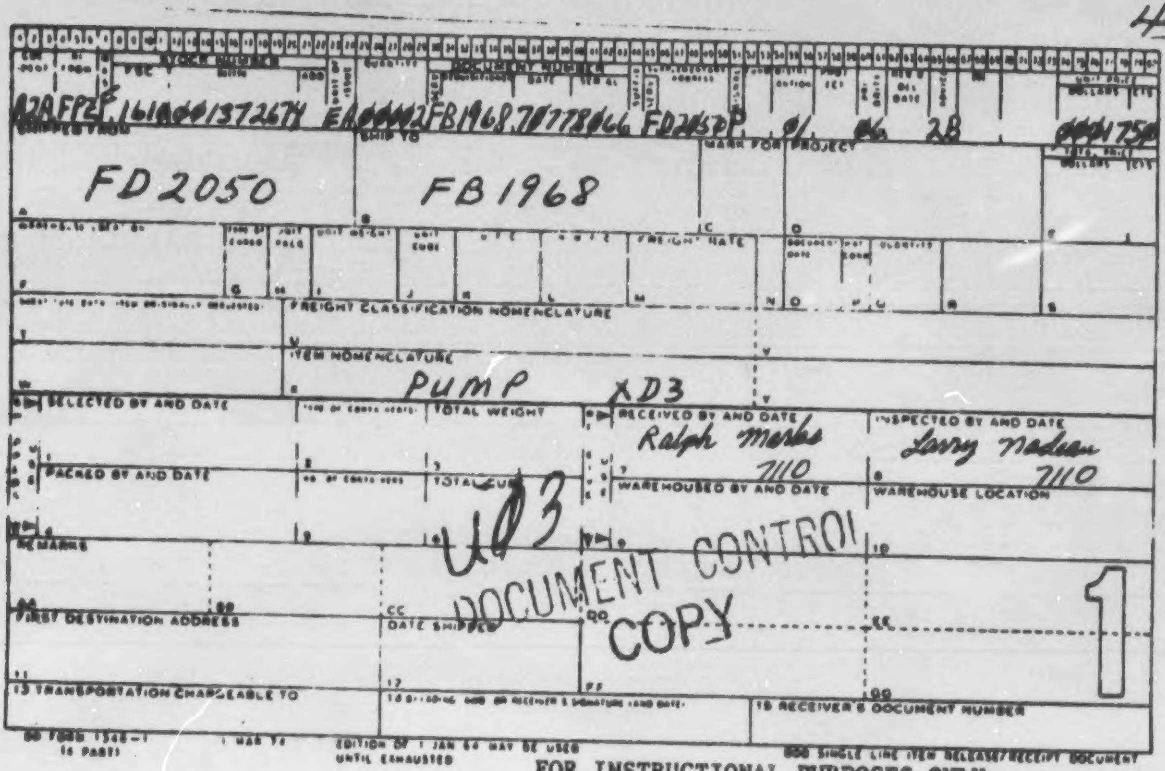
DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1 (4 PARTS) · EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED · DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY



A2AFPZF 1610001372674 EA0002FB1968 7077 8066 FD2157P 01 06 2B 0004750

SHIPPED FROM
FD2050

SHIP TO
FB1968

MARK FOR
PROJECT

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE
PUMP XD3

SELECTED BY AND DATE
TOTAL WEIGHT

RECEIVED BY AND DATE
Ralph Marks 7110

INSPECTED BY AND DATE
Larry Nadeau 7110

PACKED BY AND DATE
TOTAL CUBE
U03

WAREHOUSED BY AND DATE
WAREHOUSE LOCATION

REMARKS

DOCUMENT CONTROL
COPY

1

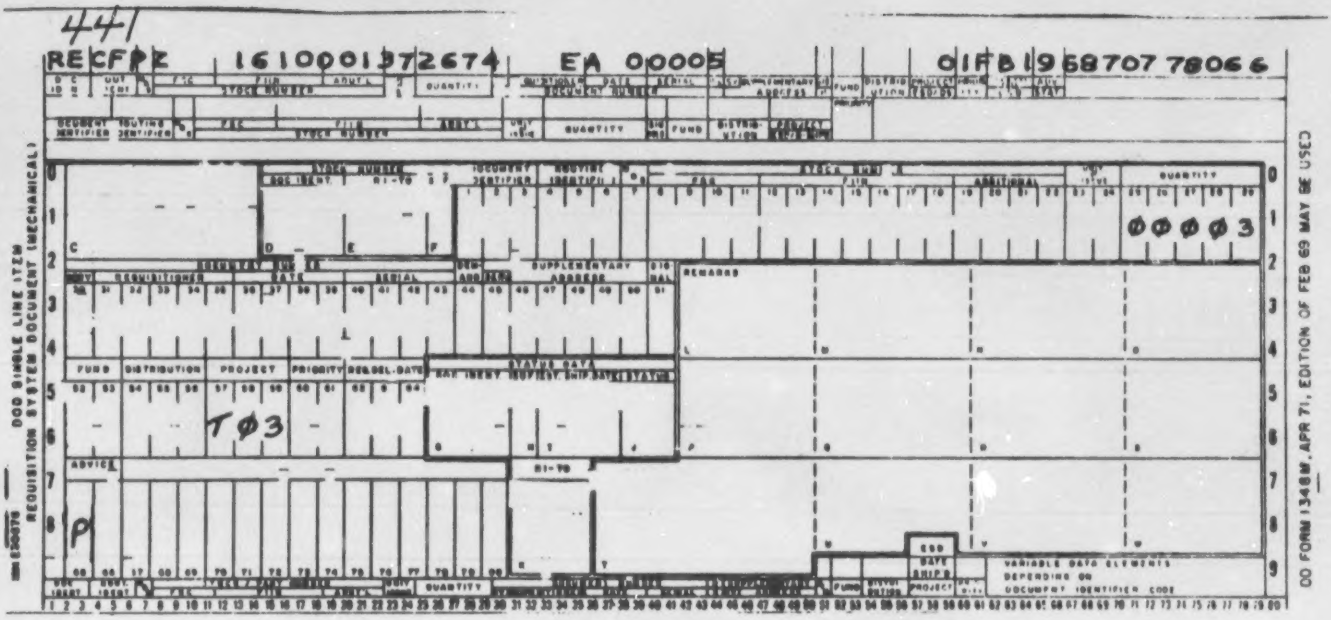
FIRST DESTINATION ADDRESS
DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO
15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1 (6 PART) 1 MAR 70
EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED
DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

Now that you are familiar with the necessary documents, let's take a look at the receipt due-in cards. First, the receiving clerk will match the receipt due-in card to the original receipt document. Any changes to be made on the receipt due-in card are annotated in the appropriate blocks of the card prior to keypunching. He will annotate the change in quantity, then produce a new corrected card by duplicating all the information except for the quantity. He will also enter the tote box or hold bay and enter the quantity variance indicator code of "P" in cc 65. Take a second to note the corrected receipt card shown on the next page.



441

RECFPZ 1610001372674 EA 00005 01FB1968707 78066

00003

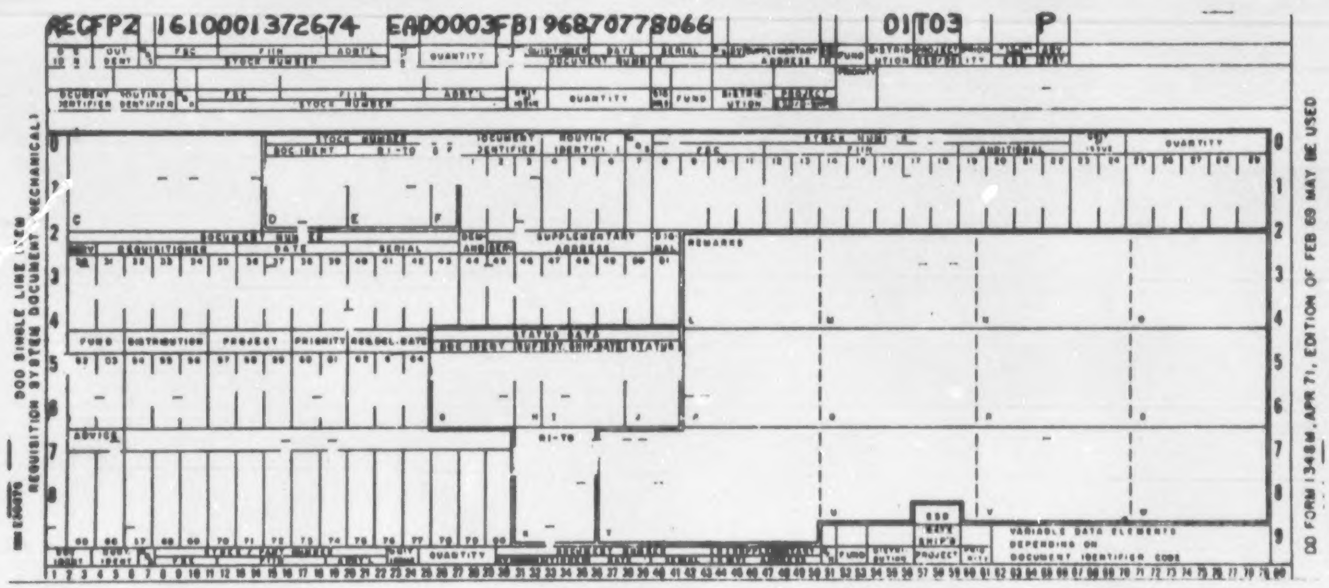
T03

P

DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MECHANICAL)

DD FORM 1348M, APR 71, EDITION OF FEB 69 MAY BE USED

ORIGINAL RECEIPT DUE-IN CARD



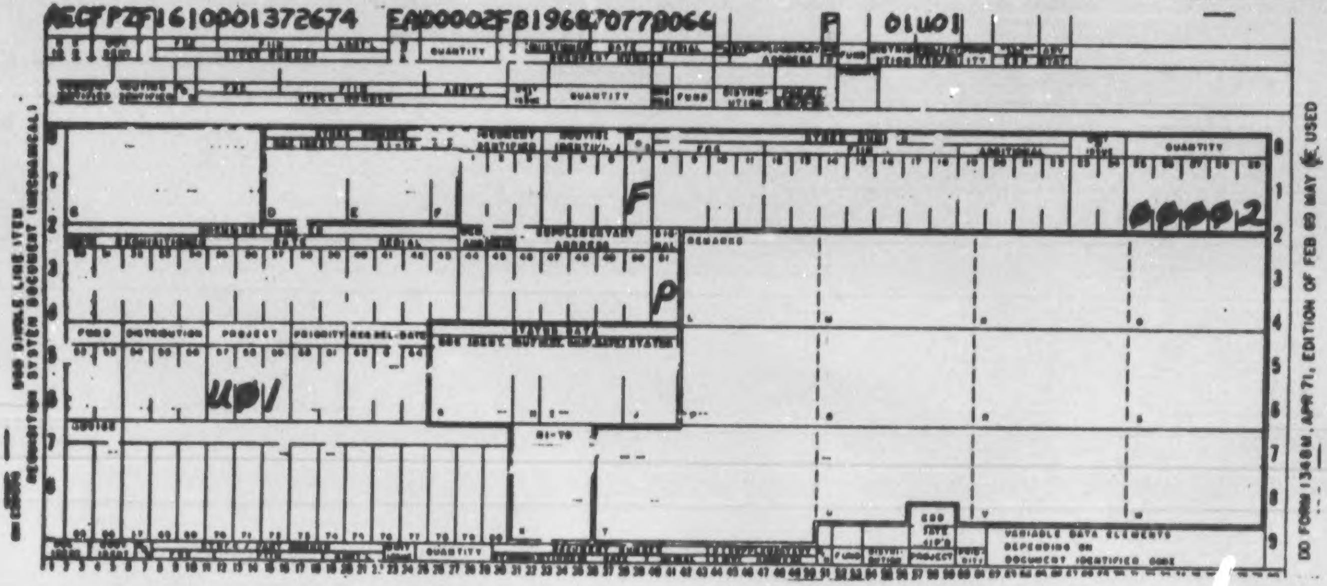
RECFPZ 1610001372674 EA00003FB1968707778066 01T03 P

DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MECHANICAL)

DD FORM 1348M, APR 71, EDITION OF FEB 69 MAY BE USED

CORRECTED CARD

Finally, a new card will be keypunched from the extract document. The major entries to be concerned with will be the material condition code "F" in card column 7, the quantity unserviceable in card columns 25-29, and TEX code "P" in card column 51 denoting damaged in shipment. Don't forget the tote box in card column 57-59. The receipt due-in card for the extract document appears below for your inspection. If you have doubts about this procedure, see your instructor for clarification.



AECTPZF1610001372674 EAD0002FB19687077B066 P 01U01

F

00002

P

UP/

DD FORM 1348M, APR 71, EDITION OF FEB 69 MAY BE USED

RECEIPT CARD FOR EXTRACT DOCUMENT
(keypunched from blank card)

Use your scratch paper to answer the following questions over the material you have just covered.

Q14-A. What TEX code is used on an extract document for an item damaged in shipment?

Q14-B. When you are preparing an extract document, where will the document number come from?

Q14-C. The damaged quantity will be entered on the original receipt document. True or False?

When you have completed these questions, go to your workbook and complete problem 6. When you have completed the problem, check your work with the instructor and then return to page 22 of the programmed text.

If a Keypunch Machine is not available in the receiving area to make changes on the receipt due-in cards, these cards are sent to PCAM. After they have been changed or corrected, receipt due-in cards may be input through the Remote Card Reader or Main Card Reader. When the computer processes a receipt due-in card for serviceable property, a notice to stock, a due-out release, or a reject notice is produced. Each of these outputs requires a different type of action by the receiving clerk. Let's discuss these outputs individually. First, the "Notice to Stock."

The "Notice to Stock" is exactly what the title states. It is a message from the computer which instructs the receiving clerk to send the property to the warehouse for storage. The notice provides the warehouse location (if one has been assigned) for storing the property in the warehouse and the temporary location (tote box number) of the item on the receiving line.

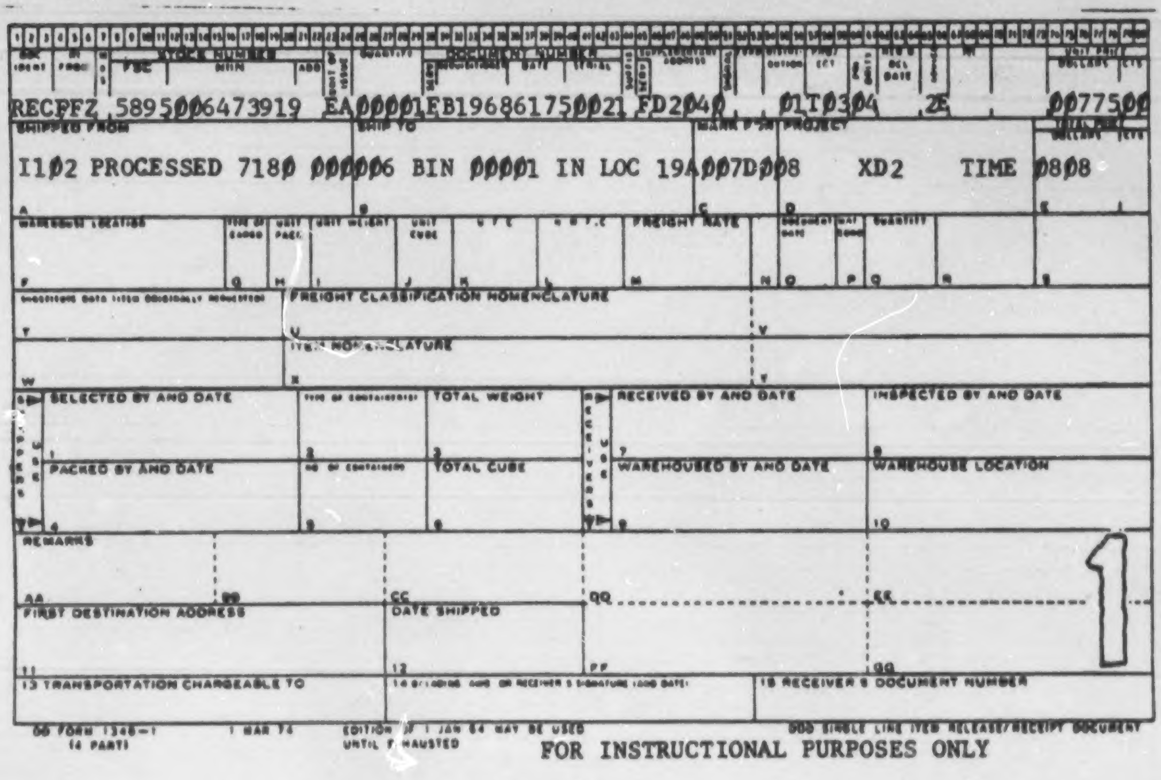
The holding areas in the Receiving Section are very important to the process of moving property into and out of the area as fast and as accurately as possible. Can you imagine the confusion that would take place without tote box, hold bay, reject hold, or unserviceable hold area identification. For school purposes we use red tote boxes for priority receipts 01-08, and gray boxes for routine receipts 09-15.

When you reach Block V (COSC LAB) and begin working (ON-THE-JOB) you will see tote box numbers such as T01, T02, T04, etc. If a receipt rejects, the item goes to the reject hold area and you will assign a location such as R01, R04, R08, etc. For those items unserviceable (reparable), a holding area is set aside (separate) from serviceable assets. These locations will be identified as U01, U02, etc.

How important is it to assign these locations correctly? Very important! Property lost because of your mistakes or lack of knowledge amounts to wasted money and time. Lost property may cause delays or even mission cancellations! This is a state of affairs we can not afford.

The tote box number is identified on the first line of print in cc 57-59 of the notice to stock output. As the receiving clerk, when you receive this notice you go directly to the tote box number printed on the notice and compare the information on the notice with the information printed on copy 3 of the receiving document. This comparison is done to insure that the correct property is being selected from the receiving line for movement to the storage area. A "Notice to Stock" output is shown in figure 13. As you review the notice, pay particular attention to the area where the tote box number and the warehouse location are printed on the notice.

Serviceable property will be forwarded from the Receiving Section to the applicable storage area when a notice to stock is received from the computer. The notice to stock instructs the Storage and Issue personnel to bin the property in the indicated warehouse location. For example, figure 13 tells us to stock the property in location 19A007D008. Accuracy in locating property is very important in order to find the item when a demand is received.



RECPFZ 5895006473919 EA00001FB196861750021 FD2040 01T0304 2E 0077500

SHIPPED FROM / SHIP TO / PROJECT

I102 PROCESSED 7180 000006 BIN 00001 IN LOC 19A007D008 XD2 TIME 0808

WAREHOUSE LOCATION

FREIGHT RATE

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE

SELECTED BY AND DATE

TOTAL WEIGHT

RECEIVED BY AND DATE

INSPECTED BY AND DATE

PACKED BY AND DATE

TOTAL CUBE

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS

FIRST DESTINATION ADDRESS

DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1 (4 PARTS) 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

1

FOR INSTRUCTIONAL PURPOSES ONLY

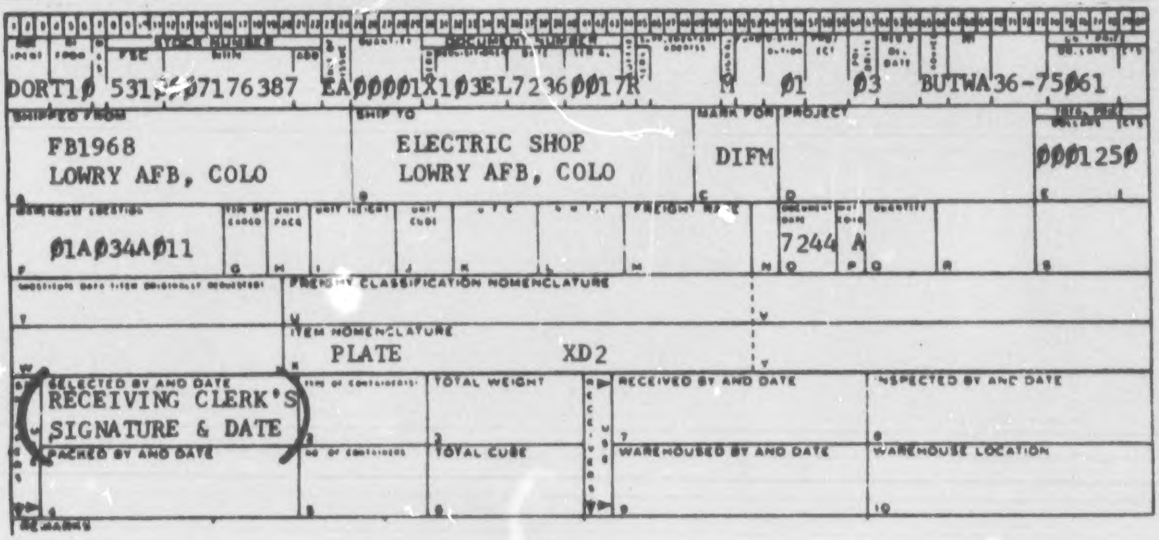
Figure 13

465

The input of a receipt due-in card for an unserviceable (reparable) receipt will also produce a computer notice. However, this notice will not contain a warehouse location code, but will have the word "UNSERVICEABLE" printed on the second line of the output phrase under card columns 30-44 of DD Form 1348-1. Upon receipt of this notice, you will send the unserviceable (reparable) property to the reparable storage area where it is held until disposition instructions are received.

This brings us to the next item, a "Due-out-Release." A due-out release simply means that the original requisition was submitted in support of an organizational request. Since a "customer" specifically requested the item, the due-in detail record on the computer was "Marked For" his due-out document number. As property is reviewed, the computer interprets the "Marked For" field and produces a due-out release. The receiving clerk can easily identify a due-out release document by looking at card columns 1 - 3 on the top line of print on the output notice. These card columns identify the transaction identification code (TRIC). The TRIC for a due-out release, logically enough, is "DOR." Now look at the output notice below and locate the TRIC: DOR.

When the receiving clerk receives a due-out release document, he must first sign and date block 1; then he removes the property from the receiving line and takes both the property and paperwork to the Pickup and Delivery Section. This section has the responsibility for delivering the property to the requesting organization. The due-out release document shown below highlights the place where the receiving clerk must sign and date. Take a minute to locate this area.



DORT10 531[illegible]07176387 EA00001X103EL7236 0017R M 01 03 BUTWA36-75061

SHIPPED FROM
FB1968
LOWRY AFB, COLO

SHIP TO
ELECTRIC SHOP
LOWRY AFB, COLO

MARK FOR
DIFM

PROJECT

000125 0

01A034A011

7244 A

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE
PLATE XD2

SELECTED BY AND DATE
RECEIVING CLERK'S
SIGNATURE & DATE

TOTAL WEIGHT

RECEIVED BY AND DATE

INSPECTED BY AND DATE

PACKED BY AND DATE

TOTAL CUBE

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS

A reject notice is produced when the computer is unable to process the input of the receipt due-in card. Rejects result for several reasons. One of the major causes is that the due-in detail record is no longer present on the computer records. Any reject must be cleared before a receipt can be processed by the computer. Property causing a reject notice is removed from the receiving line and placed in a reject hold area with a copy of the reject notice until the reject is cleared. Tote boxes in the reject hold area begin with "R." This means that tote box #4 in the reject hold area would be labeled R04. The new tote box must be entered on the receiving document so that the property can be located when the receipt is reprocessed. After the reject is cleared, the receipt is reinput to the computer, and a "Notice to Stock" or "Due-out Release" is produced.

Answer the following questions on a piece of scratch paper. Be sure that you check your responses against the instructor's answer key when you have finished.

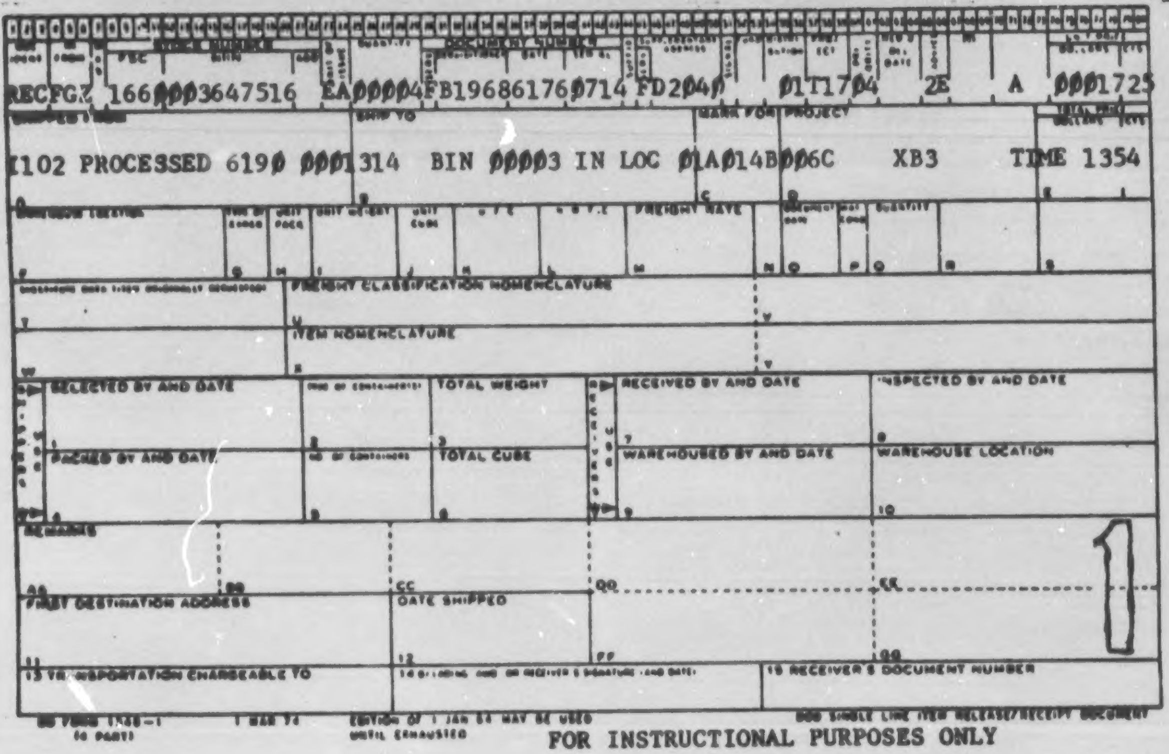
Q15. Which block of a due-out release document does the receiving clerk sign and date?

Q16. What are three possible results when the computer processes a receipt due-in card for a serviceable item?

Q17. When the computer outputs a "Notice to Stock," where is the property forwarded?

Q18. How are tote boxes for reject hold areas identified separately from all other tote boxes?

Use the information on figure 14 to answer questions 19 and 20 on the next page.



RECFGZ 1660003647516 EA00004FB19686176 0714 FD2040 01T1704 2E A 0001725

I102 PROCESSED 6190 0001314 BIN 00003 IN LOC 01A014B006C XB3 TIME 1354

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE

SELECTED BY AND DATE

TOTAL WEIGHT

RECEIVED BY AND DATE

INSPECTED BY AND DATE

PACKED BY AND DATE

TOTAL CUBE

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS

1

FIRST DESTINATION ADDRESS

DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

Figure 14

Q19. In which tote box is this property located?

Q20. Where is this property going to be located in the warehouse?

Before you finish this lesson, take just a few minutes to study the diagram below for PESO (partial, excess, shortage and overage). It should give you a most concise breakdown on the differences between the four unusual types of receiving documents you will encounter in your career. Use it to refer to whenever you feel confused, and to build up your confidence prior to testing. Most students have trouble recognizing the PESO when they see it. This diagram should clear the air for most of you.

	IDENTIFIED BY	DISCREPANCY	IDENTIFIED BY COMPARING
PARTIAL	Receiving Clerk	amount received less than ordered	receiving document and receipt due-in card
EXCESS	Receiving Clerk	amount received more than ordered	receiving document and receipt due-in card
SHORTAGE	Receiving Inchecker	amount received less than receiving document	receiving document and property
OVERAGE	Receiving Inchecker	amount received more than receiving document	receiving document and property

This concludes the lesson on "Receiving Procedures, Part Two." Let's discuss briefly what was covered. SF Form 364 is prepared to report receipts that are over, short, or damaged if the extended cost is in excess of $9.99 for GSA shipments or $99.99 from other DOD activities. SF Form 364 is prepared in six copies. In addition, if property is damaged because of improper packaging, DD Form 6 is prepared to report the discrepancy. DD Form 6 is prepared in three copies.

After inspection, property and paperwork are forwarded to the receiving clerk who distributes the receiving document. He then uses copy two of the receiving document to select the appropriate receipt due-in card. He must make any necessary changes or additions to the receipt due-in card before processing it through the computer. The changes to the receipt due-in card may be for a shortage or overage identified by the inchecker or a condition change found by the inspector. In addition, changes may be required for partial or excess receipts which were found by the receiving clerk. The tote box number or hold bay number is also keypunched into the receipt due-in card.

Receipt due-in cards are input through the Remote Card Reader, or they are forwarded to the computer room (PCAM) for input through the Main Card Reader. The processing of the receipt due-in cards by the computer will produce a "Notice to Stock," "Due-out Release," or a "Reject." The receiving clerk will take the appropriate action as stated on the computer-prepared management notice.

Review any parts of this lesson that you are not sure of; then when you feel confident of the material, ask your instructor for the lesson appraisal and lesson appraisal practical.

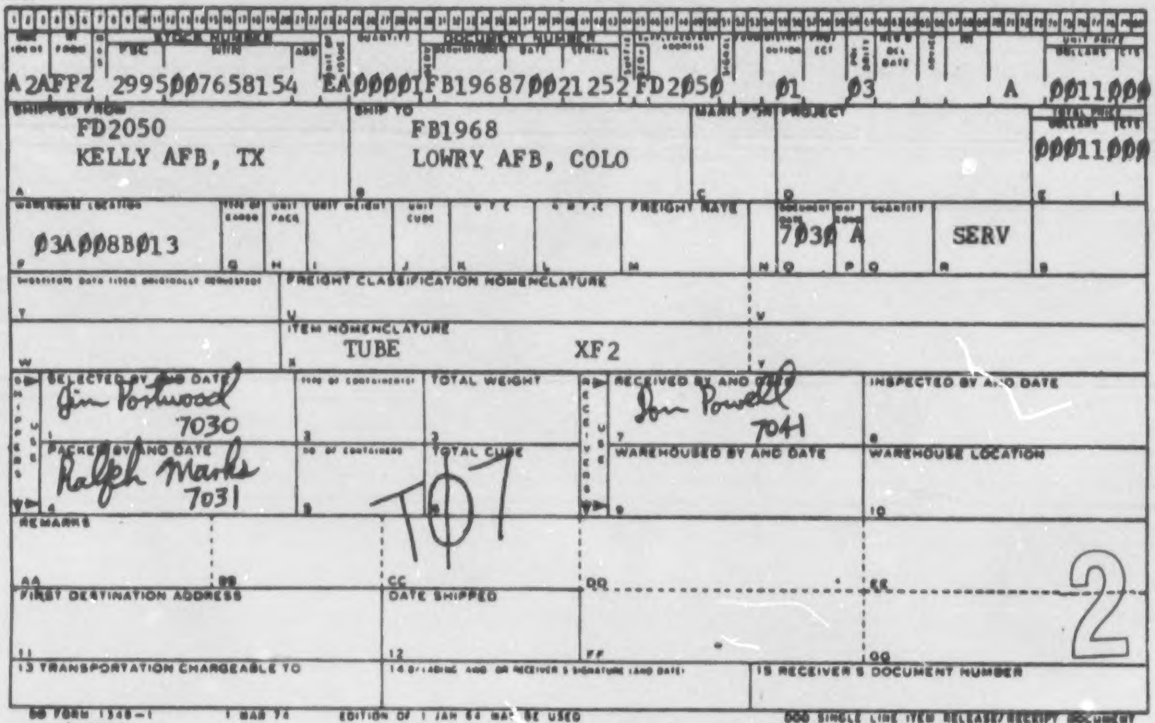
Supply Training Branch
Lowry Air Force Base, Colorado 80230

WB G3ABR64531 000
March 1978

RECEIVING PROCEDURES, PART TWO
Workbook

Problem 1

You are working in the Receiving Section as the inchecker and have matched the receiving document shown in figure 1 on the next page with the receipt due-in card in figure 2. Make the required entries on the receipt due-in card necessary to process this transaction.



A2AFPZ 2995007658154 EA00001FB19687002125 2FD2050 01 03 A 0011000

SHIPPED FROM
FD2050
KELLY AFB, TX

SHIP TO
FB1968
LOWRY AFB, COLO

PROJECT

TOTAL PRICE 0001100

WAREHOUSE LOCATION 03A008B013

FREIGHT RATE

7030 A

SERV

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE TUBE XF2

SELECTED BY AND DATE Jim Portwood 7030

TOTAL WEIGHT

RECEIVED BY AND DATE Jim Powell 7041

INSPECTED BY AND DATE

PACKED BY AND DATE Ralph Marks 7031

TOTAL CUBE

T07

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS

FIRST DESTINATION ADDRESS

DATE SHIPPED

2

13 TRANSPORTATION CHARGEABLE TO

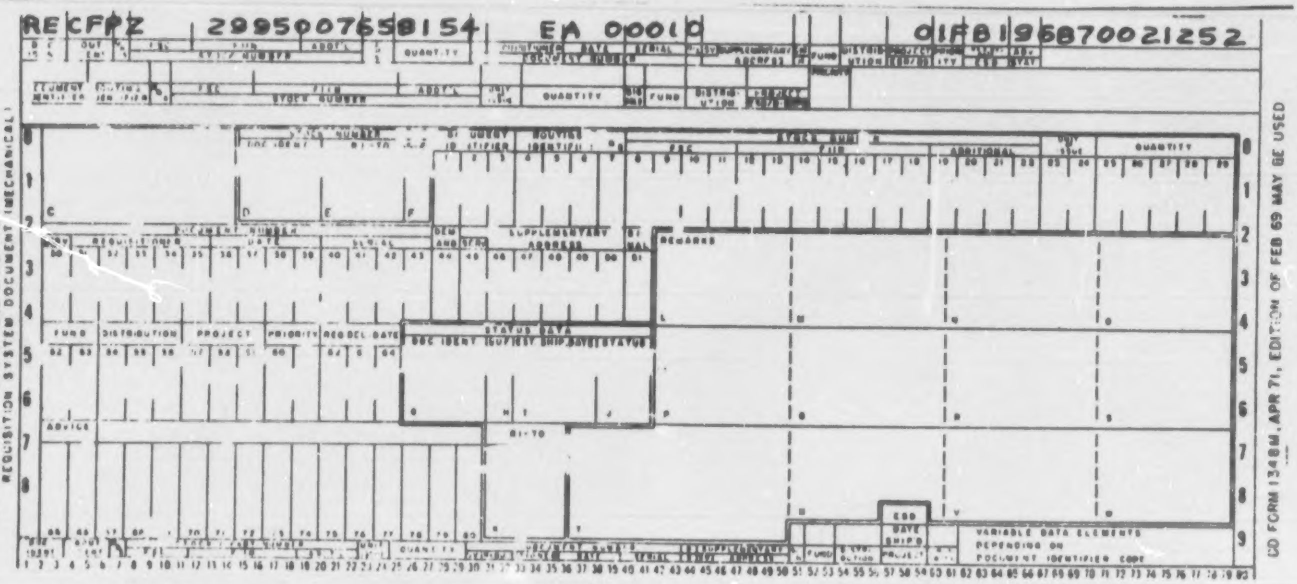
14 B/LADING AND OR RECEIVER'S SIGNATURE (AND DATE)

15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1 (4 PART) 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

Figure 1



RECFPZ 2995007658154 EA 00010 01FB19687002125 2

STOCK NUMBER

QUANTITY

DOCUMENT NUMBER

DATE

SERIAL

SUPPLEMENTARY ADDRESS

FUND

DISTRIBUTION

PROJECT

PRIORITY

REQ'D DEL. DATE

REMARKS

STATUS DATA

ADVICE

VARIABLE DATA ELEMENTS DEPENDING ON DOCUMENT IDENTIFIER CODE

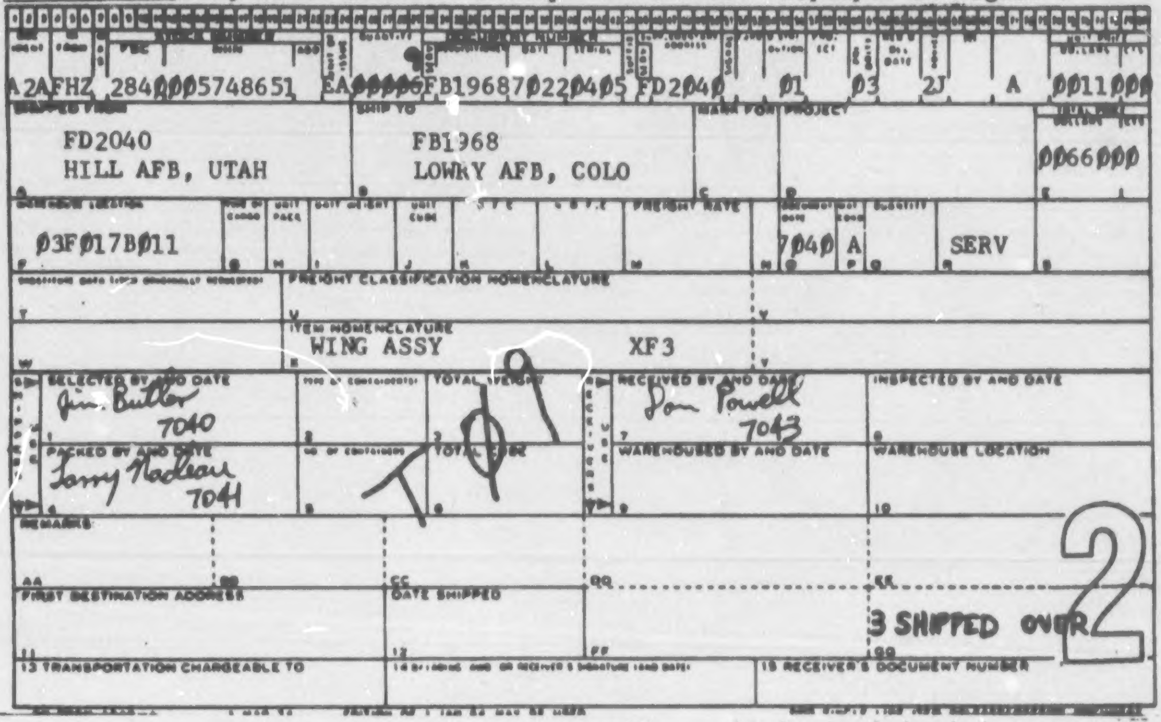
DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MECHANICAL)

DD FORM 1348M, APR 71, EDITION OF FEB 69 MAY BE USED

Figure 2

Problem 2

Use the information on the receiving document shown below and make the necessary entries on the receipt due-in card displayed in figure 3



A2AFHZ 2840005748651 EA00006FB19687022040 5 FD2040 01 03 2J A 0011000

SHIPPED FROM
FD2040
HILL AFB, UTAH

SHIP TO
FB1968
LOWRY AFB, COLO

MARK FOR

PROJECT

TOTAL PRICE
0066000

03F017B011

7040 A SERV

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE
WING ASSY XF3

SELECTED BY AND DATE
Jim Butler
7040

RECEIVED BY AND DATE
Don Powell
7043

INSPECTED BY AND DATE

PACKED BY AND DATE
Larry Nadeau
7041

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS

FIRST DESTINATION ADDRESS

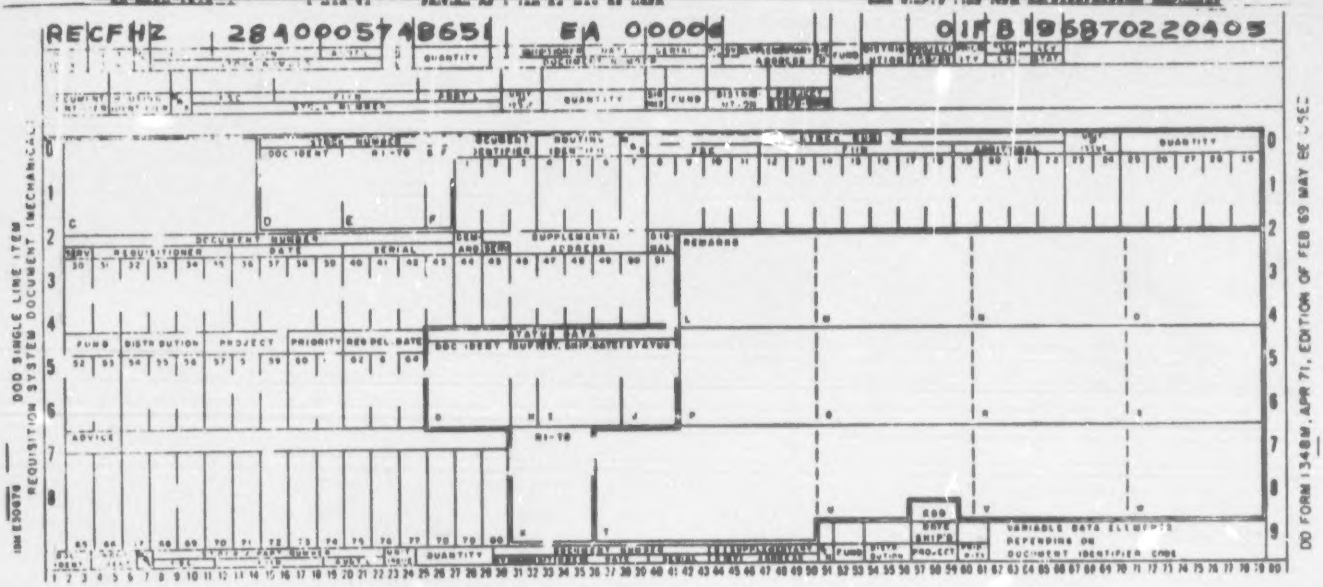
DATE SHIPPED

3 SHIPPED OVER

2

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER



RECFHZ 2840005748651 EA 00006 01FB1968 70220405

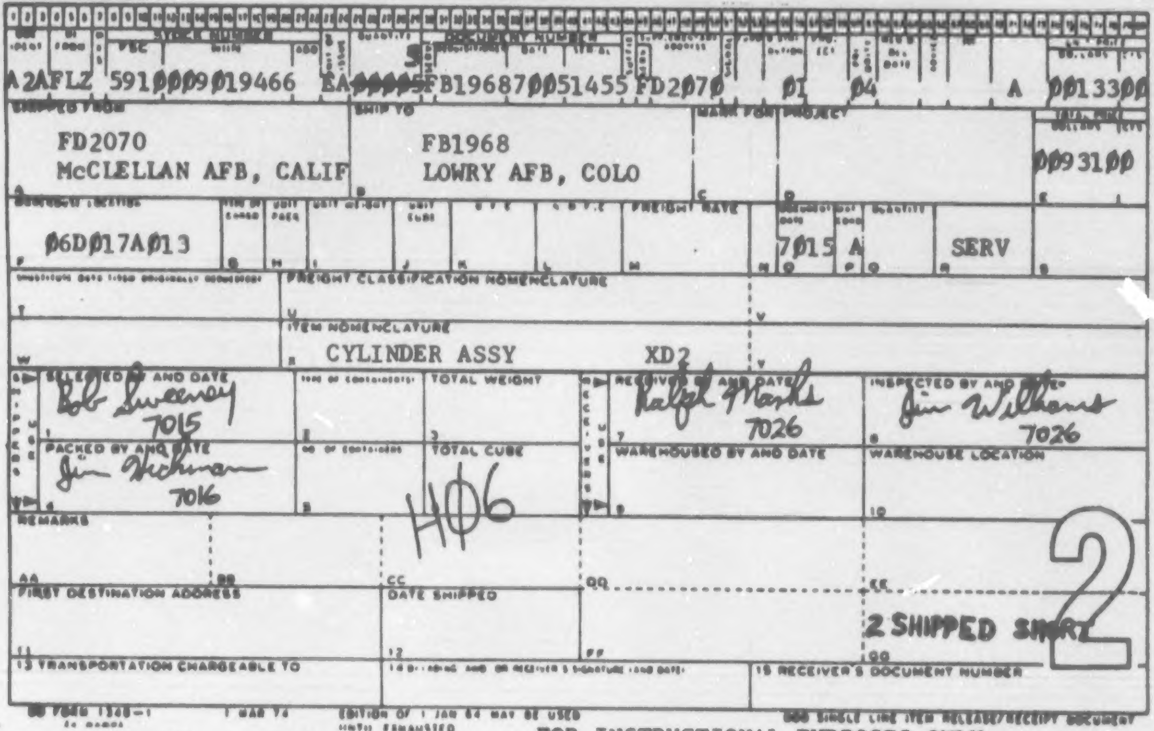
DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MECHANICAL)

DD FORM 1348M, APR 71, EDITION OF FEB 69 MAY BE USED

Figure 3

Problem 3

Use the information on the receiving document shown below and update the receipt due-in card in figure 4.



A2AFLZ 5910009019466 EA 00005 FB19687005145 5 FD2070 01 04 A 0013300

SHIPPED FROM
FD2070
McCLELLAN AFB, CALIF

SHIP TO
FB1968
LOWRY AFB, COLO

MARK FOR

PROJECT

0093100

06D017A013

FREIGHT RATE

7015 A

SERV

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE
CYLINDER ASSY XD2

SELECTED BY AND DATE
Bob Sweeney
7015

TOTAL WEIGHT

RECEIVED BY AND DATE
Ralph Marks
7026

INSPECTED BY AND DATE
Jim Williams
7026

PACKED BY AND DATE
Jim Hickman
7016

TOTAL CUBE

H06

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS

2

FIRST DESTINATION ADDRESS

DATE SHIPPED

2 SHIPPED SHORT

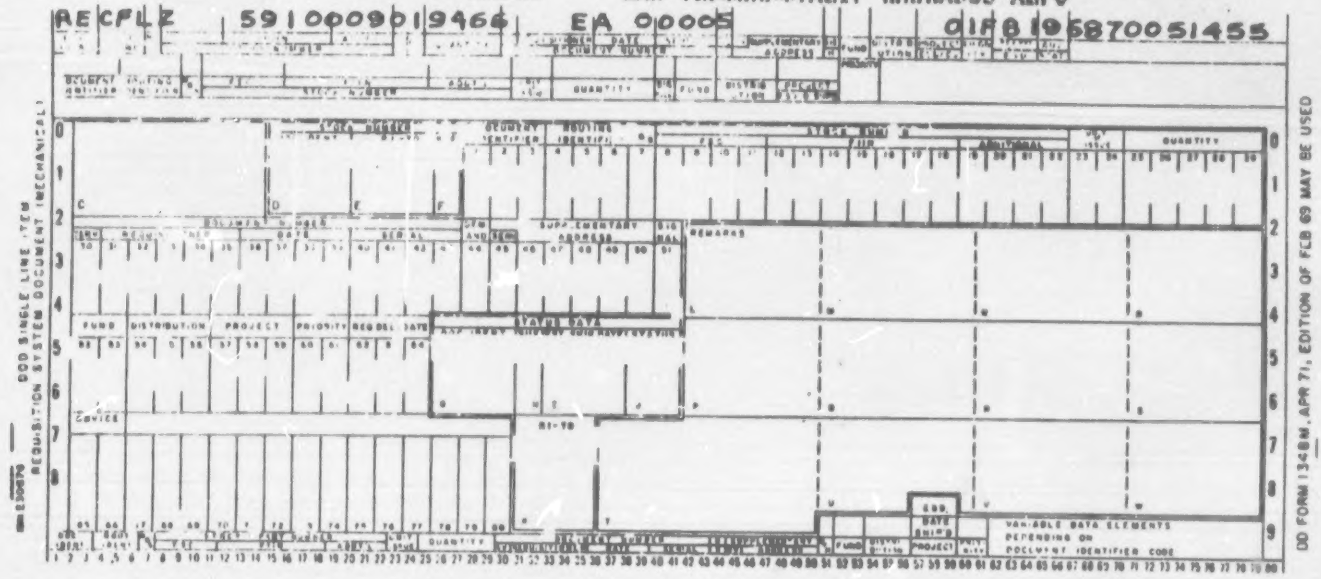
13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY



RECFLZ 5910009019466 EA 00005 01FB196870051455

DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MECHANICAL)

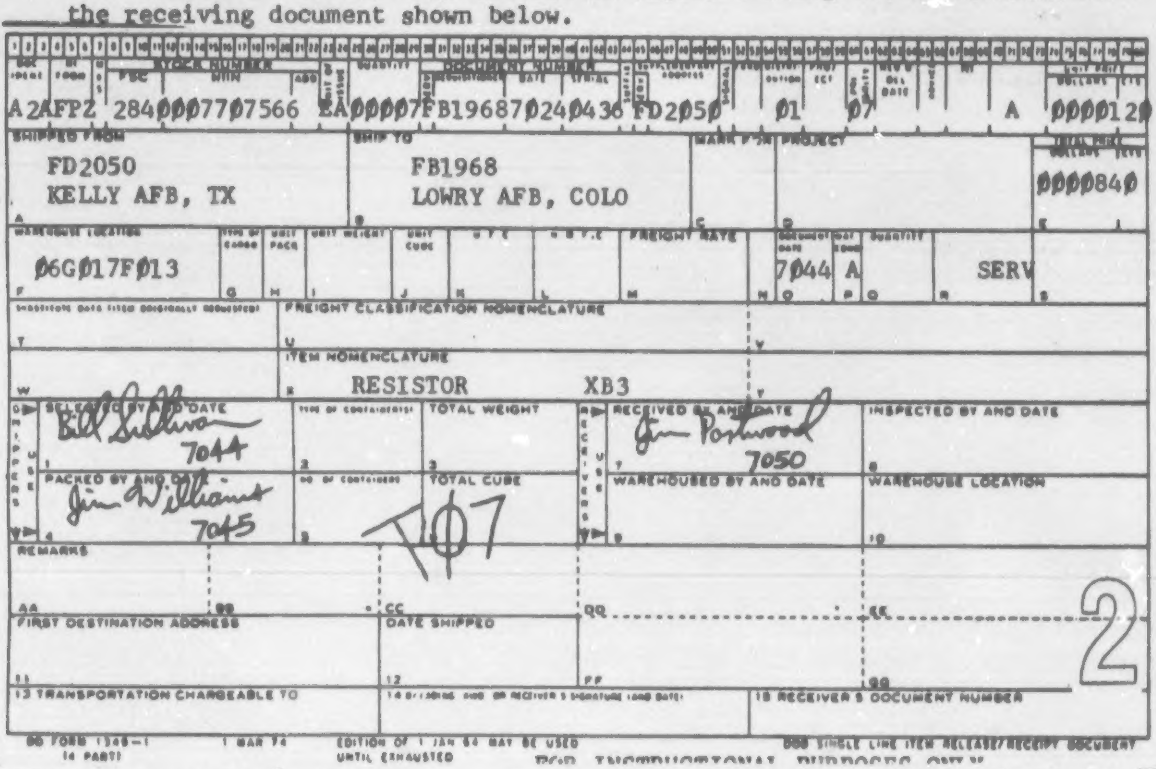
DD FORM 1348M, APR 71, EDITION OF FEB 69 MAY BE USED

Figure 4

455

Problem 4

Update the receipt due-in card in figure 5 using the information on the receiving document shown below.



A2AFPZ 284000770756 6 EA00007FB196870240436 FD2050 01 07 A 0000120

SHIPPED FROM
FD2050
KELLY AFB, TX

SHIP TO
FB1968
LOWRY AFB, COLO

MARK FOR

PROJECT

TOTAL PRICE
0000840

WAREHOUSE LOCATION
06G017F013

FREIGHT RATE

7044 A SERV

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE
RESISTOR XB3

SELECTED BY AND DATE
Bill Sullivan
7044

TOTAL WEIGHT

RECEIVED BY AND DATE
Jim Postwood
7050

INSPECTED BY AND DATE

PACKED BY AND DATE
Jim Williams
7045

TOTAL CUBE

T07

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS

2

FIRST DESTINATION ADDRESS

DATE SHIPPED

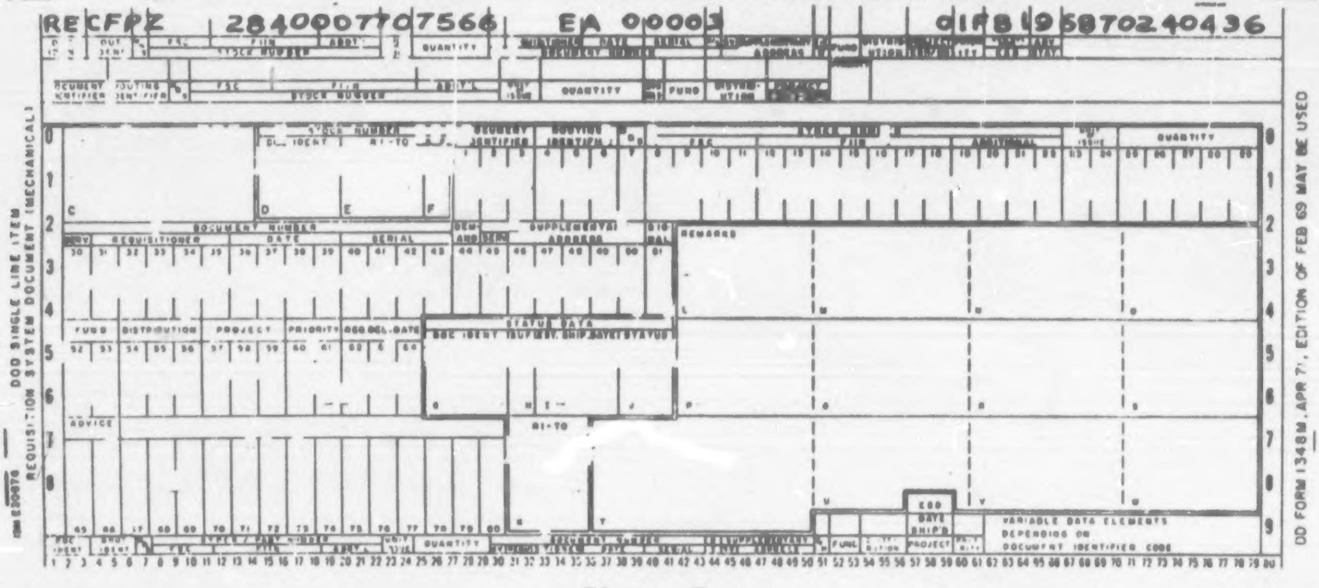
13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1 (4 PART) 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY



RECFPZ 2840007707566 EA 00003 01FB196870240436

DOCUMENT IDENTIFIER
ROUTING IDENTIFIER
FSC
STOCK NUMBER
QUANTITY
DOCUMENT NUMBER
REMARKS
ADVICE
STATUS DATA
VARIABLE DATA ELEMENTS DEPENDING ON DOCUMENT IDENTIFIER CODE

DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MECHANICAL)

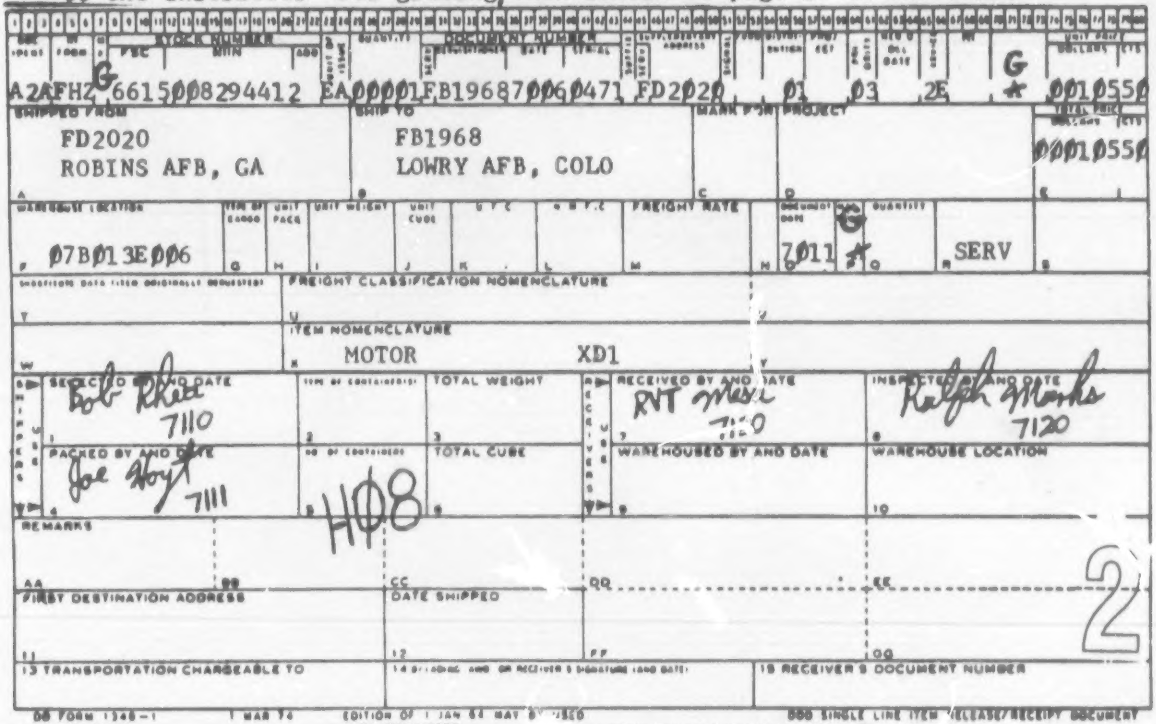
DD FORM 1348M, APR 71, EDITION OF FEB 69 MAY BE USED

Figure 5

475

Problem 5

Use the information on the receiving document shown below to update the receipt due-in card displayed in figure 6. When you have finished with this problem, take your completed receipt due-in cards to the instructor for grading, then return to page 17 of the text.



A2AFHZ 661500829 4412 EA 00001 FB19687006 0471 FD2020 01 03 2E G ★ 0010550

SHIPPED FROM
FD2020
ROBINS AFB, GA

SHIP TO
FB1968
LOWRY AFB, COLO

TOTAL PRICE 0001 0550

WAREHOUSE LOCATION 07B013E006

DOCUMENT DATE 7011 G ★

QUANTITY SERV

ITEM NOMENCLATURE MOTOR XD1

SELECTED BY AND DATE Bob Rhett 7110

PACKED BY AND DATE Joe Hoyt 7111

NO. OF CONTAINERS H08

RECEIVED BY AND DATE RVT Mesa 7120

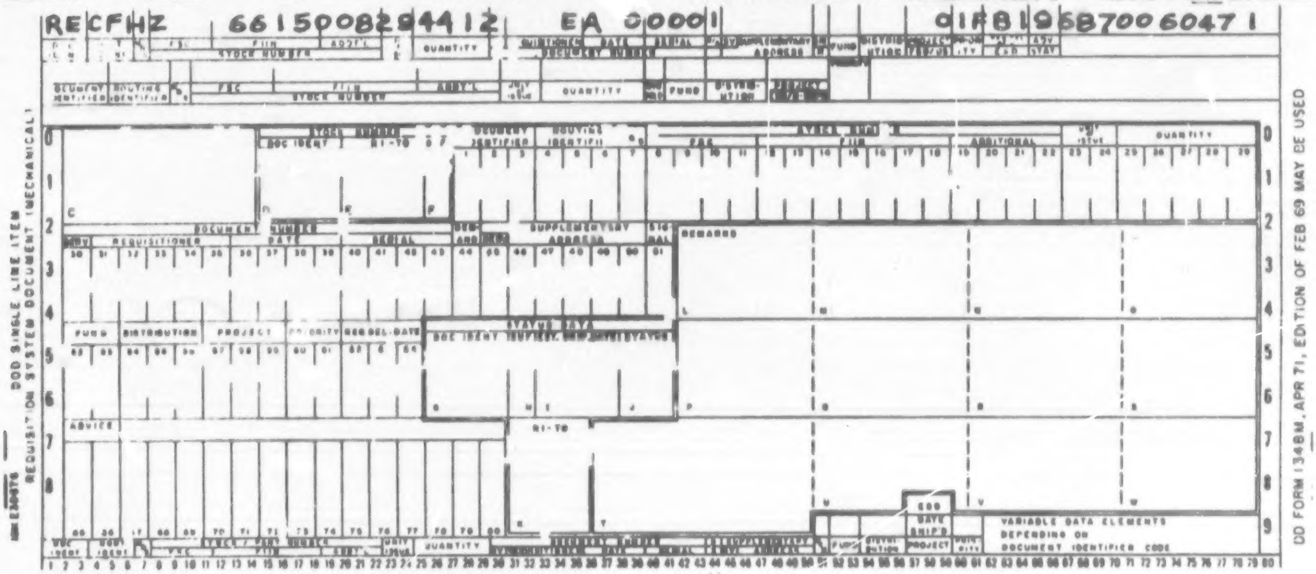
INSPECTED BY AND DATE Ralph Marks 7120

2

DD FORM 1348-1 (4 PART) 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY



RECFHZ 66150082944 12 EA 00001 01FB19687006047 1

DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MECHANICAL)

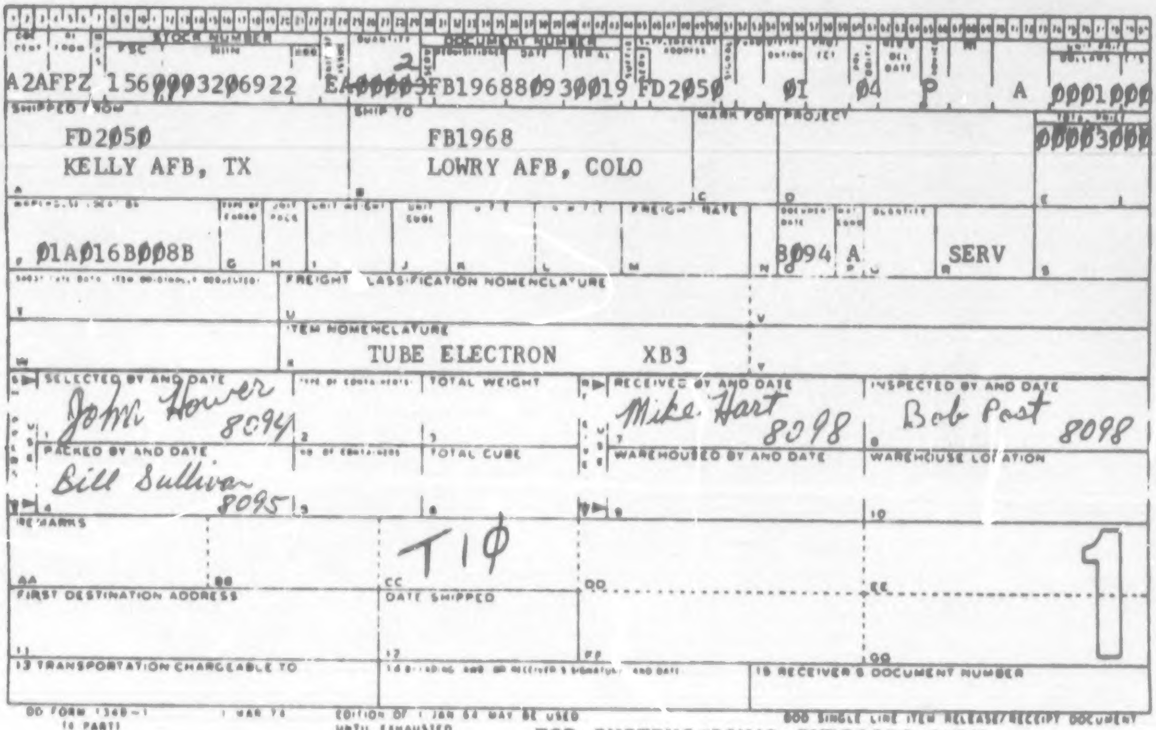
DD FORM 1348M, APR 71, EDITION OF FEB 69 MAY BE USED

Figure 6

Problem 6

Prepare an extract document using the information below and the original receipt document. A blank DD Form 1348-1 is provided on the next page.

Damaged in shipment - one each
Material condition code - F
Tex code - P
Tote box - T10
Julian date - 8098
Inchecker - Mike Hart
Inspector - Bob Post
Unserviceable Hold Area - U02
Quantity Variance Indicator Code - P



STOCK NUMBER / QUANTITY / DOCUMENT NUMBER
2
A2AFPZ 1560003206922 EA00003FB1968809300019 FD2050 01 04 P A 0001000

SHIPPED FROM
FD2050
KELLY AFB, TX

SHIP TO
FB1968
LOWRY AFB, COLO

MARK FOR
PROJECT
0000300

01A016B008B
8094 A
SERV

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE
TUBE ELECTRON XB3

SELECTED BY AND DATE
John Hower 8094

TOTAL WEIGHT

RECEIVED BY AND DATE
Mike Hart 8098

INSPECTED BY AND DATE
Bob Post 8098

PACKED BY AND DATE
Bill Sullivan 8095

TOTAL CUBE

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS
T10

1

FIRST DESTINATION ADDRESS

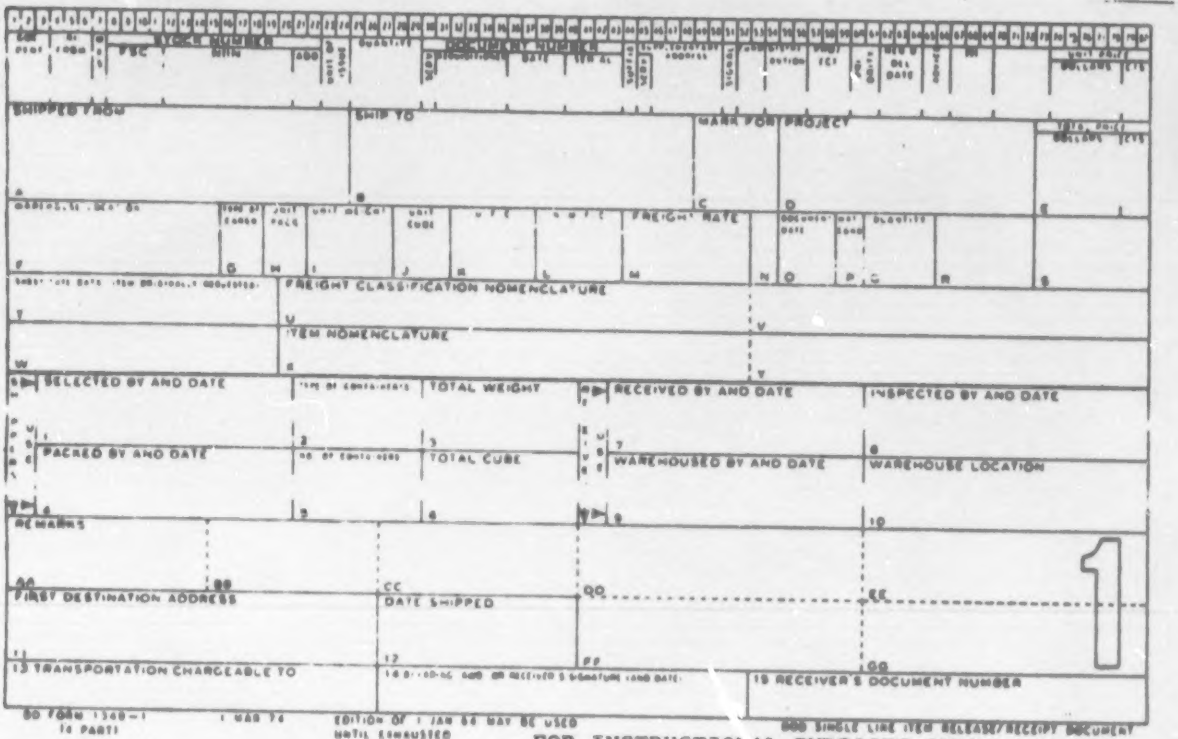
DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1 (6 PART) 1 MAR 74
EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED
DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY



STOCK NUMBER

FSC

NIIN

QUANTITY

DOCUMENT NUMBER

SHIPPED FROM

A

SHIP TO

B

MARK FOR

C

PROJECT

D

E

FREIGHT RATE

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE

SELECTED BY AND DATE

TOTAL WEIGHT

RECEIVED BY AND DATE

INSPECTED BY AND DATE

PACKED BY AND DATE

TOTAL CUBE

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS

AA

BB

CC

DD

EE

FIRST DESTINATION ADDRESS

DATE SHIPPED

FF

GG

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

1

DD FORM 1348-1 (6 PART)

1 MAR 74

EDITION OF 1 JAN 66 MAY BE USED UNTIL EXHAUSTED

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

PROGRAMMED TEXT

002-04-03-01

Technical Training

Materiel Facilities Specialist

WAREHOUSE ISSUES

AUGUST 1978

LOWRY TECHNICAL TRAINING CENTER
3440th Technical Training Group
Lowry Air Force Base, Colorado

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Supply Training Branch
Lowry Air Force Base, Colorado

PT G3ABR64531 000
August 1978

WAREHOUSE ISSUES

SCOPE

In this course you have seen that the overall objective of the US Air Force supply system is to get the right item, in the right quantity, to the right place, at the right time. These same goals apply directly to the issue system you support as a Materiel Facilities Specialist. It is your job to assist Base Supply customers in getting the items they need in the quantity they need when and where they need them. In lessons 1 and 2 of this block you learned how Base Supply requisitions and receives items from the sources of supply. In this lesson you will learn how supply type items are actually issued to customers on base and the important role Materiel Facilities personnel play in this process.

OBJECTIVES

1. Describe tasks to be accomplished by a warehouseman when issuing property.

2. Using the specified format, a blank AF Form 1991, and supply data, prepare the input necessary to request a special inventory.

3. Complete an issue document with the entry required of the warehouseman after he has pulled the property.

4. Identify the most commonly used issue exception codes.

5. Describe procedures followed by Pickup and Delivery Section when delivering property.

6. For a given situation, complete an issue document with entries required after delivery of property.

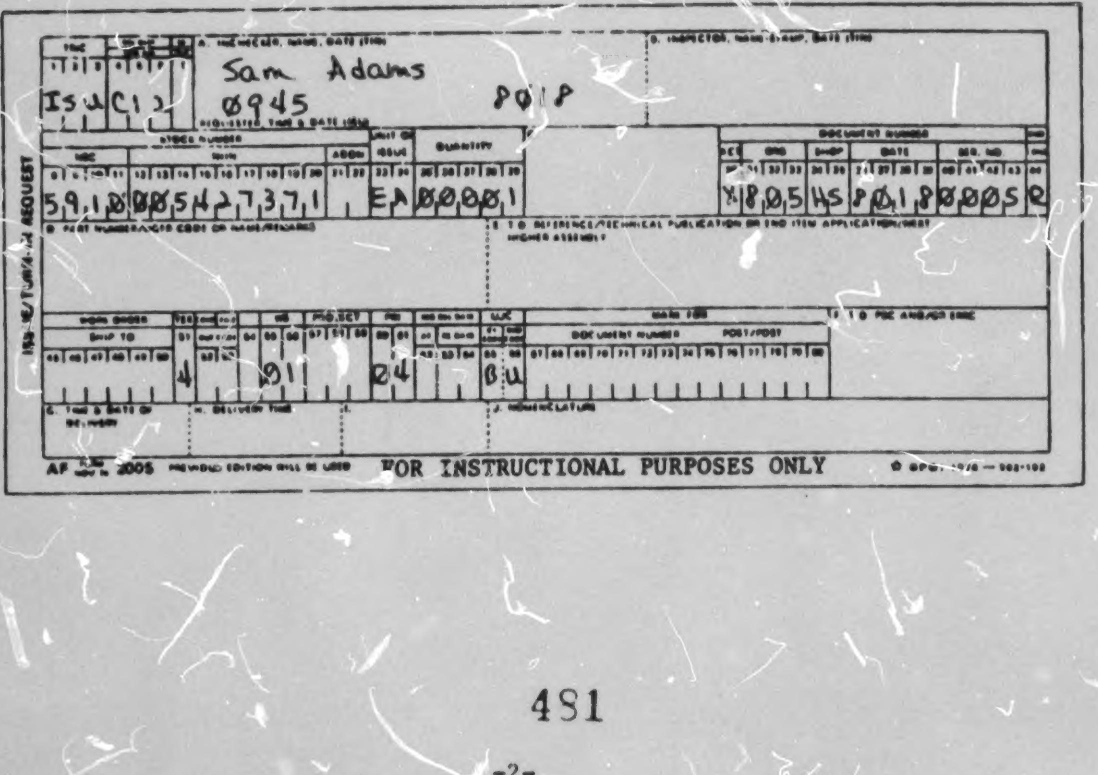
DIRECTIONS

To complete this lesson you will need this text, a workbook, a sheet of scratch paper, and AIS Module Test Form #4. You will find embedded questions throughout the text. Write short responses to them on a sheet of scratch paper. A key to the correct answers is available at the instructor station.

Supersedes PT 002-04-03-01 dated March 1978.

Issuing items to a customer is one of the most vital functions of Base Supply, and it is important that you understand the entire process and your role in it.

When a customer needs an item of supply, there are specific procedures that must be followed before the item is delivered to him. First of all, he must notify Base Supply of his need. He does this by submitting a request to either the expedite or the routine call-in point of the Demand Processing Unit. This is normally done by telephone, but requests may also be submitted by mail, radio, intercom, teletype, remote, or in person. The Demand Processing clerk will use the information he receives from the customer to prepare a warehouse issue request on Air Force Form 2005. The "request" is filled out for the benefit of the computer. Remember, you have learned that the UNIVAC 1050-II must process every transaction that affects the supply account. The figure below is an AF Form 2005 filled out for a warehouse issue request. The entries are explained on the next page.



ISU C12

Sam Adams

0945

8018

5910 00 5427371

EA 00001

X 805 HS 8018 0005 R

4 01 04 BU

AF FORM 2005 FOR INSTRUCTIONAL PURPOSES ONLY

The transaction identification code is always placed in the first three card columns of every document. This code tells the computer how to handle the information that is being input. For example, when a warehouse issue request is input, the TRIC ISU causes the computer to automatically make the correct responses. These include subtracting the quantity involved from the item record, recording the date of the transaction, charging the appropriate organization for the item, and output of the issue document.

The delivery destination code in CC 4-6 indicates exactly where on base the item should be delivered when it is issued.

Along with the name of the requestor and the time of the request, block A also contains the Julian date. You learned about Julian dates before, but let's review them quickly here. Remember, the first of the four positions indicates the year; the other three indicate the day of the year. So a Julian date of 8018 would mean the 18th day of 1978, or 18 January 1978.

The NSN belongs in CC 8 through 20 (or 22 with a MMC); the unit of issue belongs in CC 23 - 24; and the quantity being requested is placed in CC 25 - 29. (Note that all five positions must be filled, so 0s are used.)

Card columns 30 - 43 contain the document number. This is one of the most important entries on any document, and you'll learn about it in greater detail in lesson 4. Right now you should notice that the activity code shown in CC 30 must correspond to the delivery priority that is placed in CC 60-61. For example, the request shown has a high priority (between 1 and 4), so it is an expedite request with an activity code of "X" in CC 30. If the request had had a low priority (5 - 7), it would have been a routine request with an activity code of "R" in CC 30. This is important because expedite requests are handled by the expedite call-in point in Demand Processing, while routine requests are handled by the routine call-in point. The remainder of the document number indicates the organization code (CC 31 - 33), the shop code (CC 34-35), the Julian date (CC 36-39), and the serial number of the request (CC 40-43).

The demand code belongs in CC 44. Here, "R" is used, which stands for recurring. This means that the item has been requested before. Card column 51 contains the transaction exception code (TEX). A 4 is used on expedite requests.

The system designator is entered in CC 55-56. 01 is always used for school purposes.

The delivery priority is entered in CC 60-61. This indicates the amount of time that is allowed for delivery and will be discussed in greater detail later in the lesson.

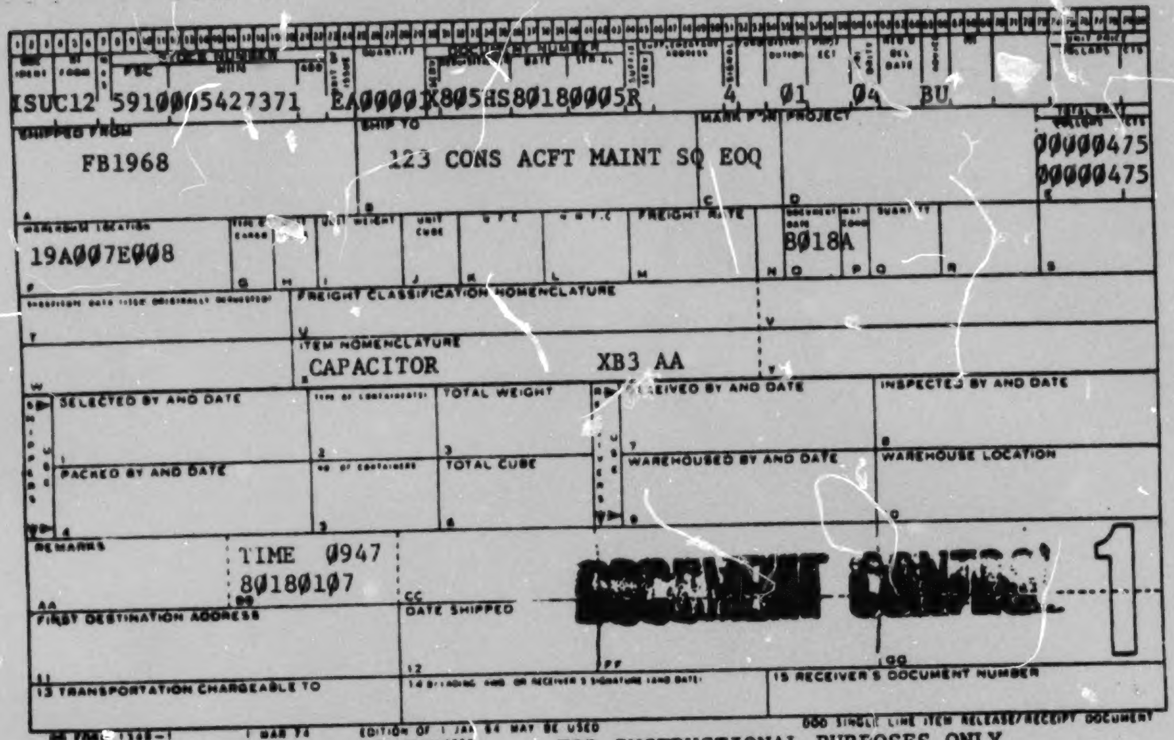
The final entry is the urgency justification code in CC 65-66. As its name implies, this code indicates how urgently an item is needed by the requesting organization. For example, a part needed to keep an aircraft operational would be more important than an ink pen. The first position of the code, called the urgency of need designator (UND) is the one you'll be most concerned with. (You've already discussed this code in the lesson on inventory procedures.) "A" and "B" are used for urgently needed items (those with expedite priorities), while "C" is used for routine requests. The second position of the code is used to indicate the justification or general purpose of the item.

Demand Processing fills out the AF Form 2005, Issue Request, in two copies. One is used for input to the computer; the other is placed in a suspense file which is used to determine the serial number (CC 40-43). Upon input of the request, the computer checks its internal records. If the item is available in the quantity required and funding is available, the computer prepares the warehouse issue document. Normally it is output on the remote device in the Storage and Issue Section of the warehouse.

Before going any further, let's quickly review what has been covered so far in the lesson. First we have an organization (customer) who needs a supply type item from Base Supply. So he contacts the Demand Processing Unit (either the expedite or the routine call-in point depending upon the urgency of the request). The Demand Processing clerk prepares a warehouse issue request on AF Form 2005. This is input to the computer and the issue document is output on the remote in the Storage and Issue Section of the warehouse.

All of these actions are normally Inventory Management Specialist functions. But when the issue document is output in the warehouse, you, the Materiel Facilities Specialist, become actively involved in the issue process.

The figure on the next page shows a sample warehouse issue document. It is printed on DD Form 1348-1 and is output in four copies. Notice that the information from the AF Form 2005, Issue Request, is reflected on the top line of the issue document. Remember, this is called the input image. Other pertinent information, drawn from internal records of the computer, is also printed on the document. For example, the name of the requesting organization is printed in block B, the nomenclature and ERRC designator of the item are printed in block X, and the warehouse location where the item is stored is printed in block F.



ISUC12 5910005427371 EA00001X805HS80180005R 4 01 04 BU

SHIPPED FROM
FB1968

SHIP TO
123 CONS ACFT MAINT SQ EOQ

MARK FOR

PROJECT

00000475
00000475

WAREHOUSE LOCATION
19A007E008

FREIGHT RATE

8018A

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE
CAPACITOR XB3 AA

SELECTED BY AND DATE

TOTAL WEIGHT

RECEIVED BY AND DATE

INSPECTED BY AND DATE

PACKED BY AND DATE

TOTAL CUBE

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS

TIME 0947
80180107

1

FIRST DESTINATION ADDRESS

DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

DD FORM 1348-1
1 MAR 74
EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED

FOR INSTRUCTIONAL PURPOSES ONLY

This is the document you will use to select the items that are to be issued to the customer. As you can see, it gives you all the information you need.

Since Storage and Issue receives a great many of these documents every day, one of the first things you should look at is the priority. It tells you how urgently the item is needed and how much time is allowed for delivery to the customer. These delivery priorities will be discussed in greater detail later in the lesson, but obviously you would take care of the high priority items first. That is to say, a "2" would be handled before a "7."

Next you would look at the warehouse location. (Remember, it's in block F.) This tells you where the item is stored. Let's review quickly to make sure you know how to interpret warehouse location designators. Remember, the designator will always have 10 or 11 positions. The first two indicate the warehouse number and are always numeric. Next is the stockroom, which is alpha. This is followed by the bin row (numerical), the level (alpha), the bin (normally numeric), and the bin subdivision (alpha). For example, a warehouse location designator of 21B014C003E would represent warehouse 21, stockroom B, bin row 14, level C, bin 3, bin subdivision E. Take a look at the warehouse issue document shown on page 5. Then answer the following questions:

Q1. What is the bin number?

Q2. In which stockroom would you find the item?

Q3. Which level in the bin row would contain the item?

Q4. What quantity should be pulled for issue to this organization?

Q5. The warehouse location designator is found in what block of the DD Form 1348-1?

When you reach the warehouse location, first you will make sure that the stock number on the issue document is the same as that on the bin label. Then, after checking the quantity, you look at the unit of issue (cc 23-24). When you studied supply publications in Block I you saw some of these unit of issue codes. Remember, they indicate how the item is issued (individually, EA; by the box, BX; by the pair, PR; or by the hundred, HD). So if you are issuing nails, a quantity of one probably would not mean one nail, but one of whatever unit of issue is being used, such as box or hundred.

Another thing you must consider when you select an item is the rotation of stock. We discussed this a little in the lesson on storage functions. The general rule to follow is that the oldest items should be issued first. This allows Base Supply to retain fairly new materiel in stock at all times. So when choosing items, you should take those with the oldest manufacturer's date.

Along these same thoughts, items warranted from date of delivery will be issued from storage before non-warranted items. When items in storage have different warranty expiration dates, the items with the least remaining warranty time will be issued first. The warranty data will be placed on the outside of the container so that the information will be available to storage personnel and the user for proper handling.

Now review what you have learned by writing short responses to the following:

Q6. When selecting warranted items from stock, which item is issued first?

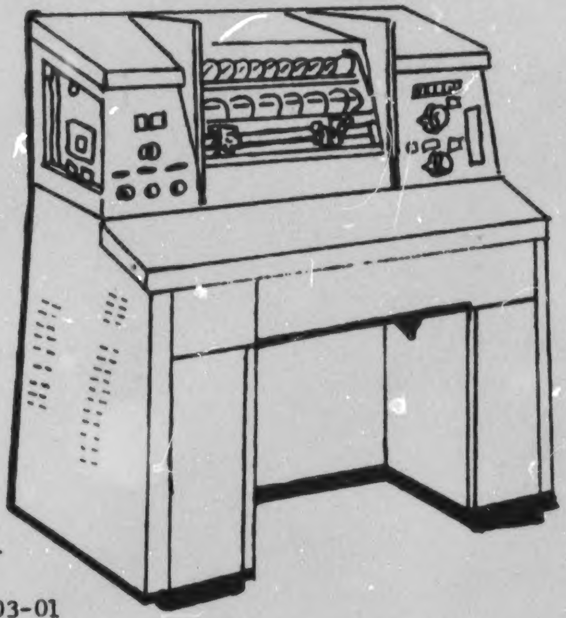
Q7. If the unit of issue on an issue document is HD and the quantity is 4, how many units will you pull from the bin?

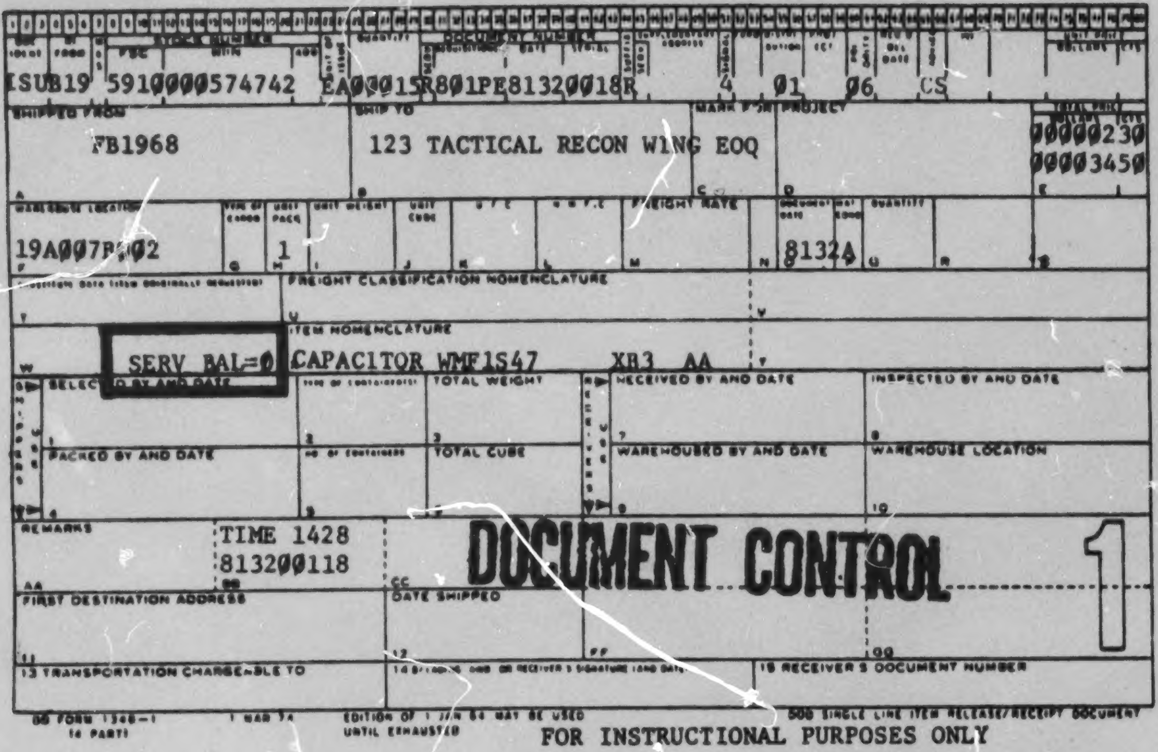
Q8. You are holding an issue document for a typewriter; however, one in stock is warranted and the other one is not warranted. Which of the two is issued first?

Q9. To insure proper rotation of stock, which of the following manufactured dates should be pulled for issue first?

a. 5120.
b. 4340.
c. 5055.
d. 4352.
e. 5016.

As we mentioned before, the UNIVAC controls the entire issue process administratively. However, mistakes can and do occur, and you must be alert to catch possible errors. For example, if the amount of an item that you are taking from a warehouse location is the entire quantity that should be on hand, "SERV BAL=0" will be printed in block W of the issue document. This is shown on the next page . It means that, according to computer records, the bin should be empty after the item has been pulled. If items remain in the bin, this must be reported. Normally, a special inventory is then conducted to correct the error.





ISUB19 5910000574742 EA00015R801PE8132001 8R 4 01 06 CS

SHIPPED FROM: FB1968

SHIP TO: 123 TACTICAL RECON WING EOQ

MARK FOR

PROJECT

TOTAL PRICE: 00000230 / 00003450

WAREHOUSE LOCATION: 19A007P002

UNIT PACK: 1

FREIGHT RATE

DOCUMENT DATE: 8132A

QUANTITY

FREIGHT CLASSIFICATION NOMENCLATURE

SERV BAL=0

ITEM NOMENCLATURE: CAPACITOR WMF1S47 XR3 AA

SELECTED BY AND DATE

TOTAL WEIGHT

RECEIVED BY AND DATE

INSPECTED BY AND DATE

PACKED BY AND DATE

TOTAL CUBE

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS: TIME 1428 / 81320 0118

DOCUMENT CONTROL 1

FIRST DESTINATION ADDRESS

DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1 (4 PARTS) 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

You learned a little about special inventories in Block III. You should remember that they are conducted on a single line item to correct an out-of-balance condition. You can see how this applies to warehouse refusals!

Because it may become your responsibility to prepare special inventory requests, you must know how it is done. The format for this type of request is shown on the next page and each entry is explained on the following page after that. Study these two pages carefully, because you will be preparing a special inventory request in the workbook portion of this lesson.

ATTACHMENT C-2

SPECIAL INVENTORY INTERROGATION CARD

1. This card is prepared and processed by the activity requesting the special inventory. Processing of this card will assign freeze code I, produce IRC cards, and an output notice (see attachment C-3) containing the asset, detail, and history information pertinent to the type of inventory requested.

2 These cards may be input through the card reader or any remote. The output will be directed to the mainline printer if the return to input device option is not used. When the input was from a satellite device, the output will be returned to that device.

Card Cols	No Pos	Field Description	Remarks
1-3	3	Transaction Identification Code	1GP
4	1	Punch Code	Note 1
5	1	Return to Input Device	Note 6
6	1	Blank	
7	1	TEX	Note 2
8-22	15	Stock Number	
23-24	2	System Designator	01
25	1	Blank	
26-27	2	Type Balance Code	Note 3
28	1	Blank	
29-34	6	Type Detail	Note 4
36-80	45	Requester and Justification	Note 5

NOTE 1: Enter a P if IRC output cards are required, otherwise leave blank.

NOTE 2: The input TEX may be alpha, numeric, ≠, or blank. When entered, the TEX will be perpetuated into the output IRC card.

NOTE 3: Enter an A for serviceable and/or F for unserviceable (in either column) if the conditions are to be inventoried. Type balance code F will select only DIFM details with an R920RW document number. These columns may be blank if only detail selection is desired (cc 29-34).

NOTE 4: Specify the type detail B, D, P, Q, U, W, or blank in any combination if inventory of these assets is required. Any type detail may be inventoried singularly or in conjunction with any other type detail or type balance code. Type detail code D specifies DIFM details but will not select details with an R920RW document number.

NOTE 5: Enter the requester's name and justification for the special inventory. The program edits 36-51 which cannot be blank.

NOTE 6: Enter an R if output is to be returned to the input device.

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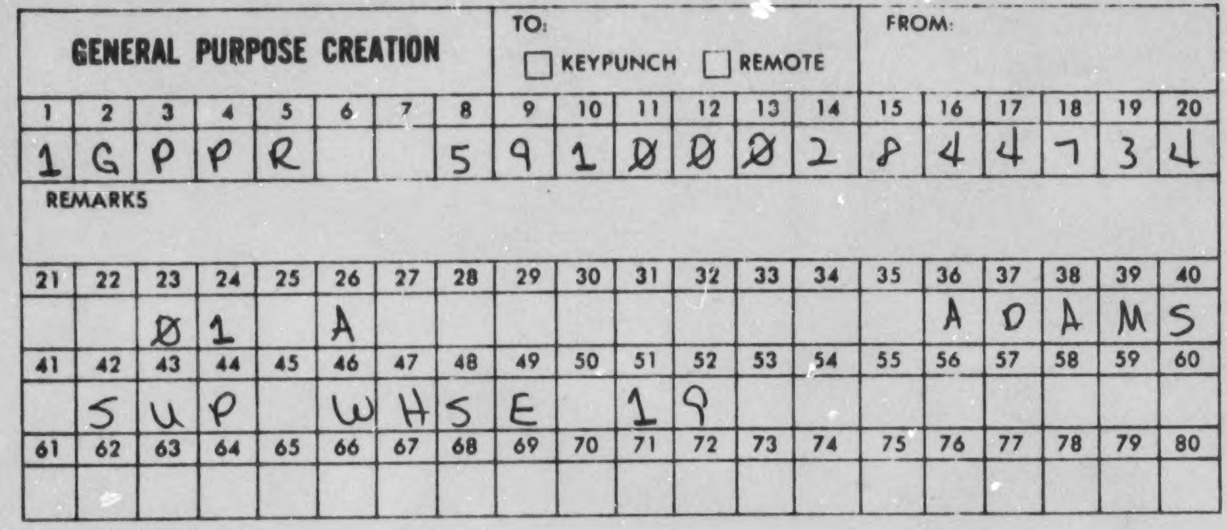
The AF Form 1991 was prepared to request a special inventory on item 5910002844734. We'll discuss each of the entries.



GENERAL PURPOSE CREATION								TO: ☐ KEYPUNCH ☐ REMOTE						FROM:					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	G	P	P	R			5	9	1	0	0	0	2	8	4	4	7	3	4
REMARKS																			
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
		0	1		A										A	D	A	M	S
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
	S	U	P		W	H	S	E		1	9								
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80

AF FORM FEB 71 **1991** PREVIOUS EDITION WILL BE USED

1. Card columns 1 - 3 contain the TRIC code. This is 1GP.

2. A "P" is placed in CC 4 to produce the special inventory count card (IRC).

3. An "R" is placed in CC 5. This causes the output notice to be printed on the remote that processed the input.

4. The national stock number belongs in CC 8-22.

5. The system designator belongs in CC 23-24. 01 is used for school purposes.

6. Card columns 26-27 contain the type balance code. An "A" has been entered because the item is serviceable.

7. The name of the person requesting the special inventory, and the justification are required in CC 36-80. Here we have put the name of the warehouse supervisor and indicated the position.

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When this request is input to the computer, freeze code "I" will automatically be loaded to the item record, and appropriate detail information concerning the item will be output. This notice will be forwarded to the Inventory Section, which will perform the special inventory. When the problem has been found and corrected, the freeze code is lifted.

A short review is in order by writing responses to the following questions.

Q10. What does an issue document with "SERV BAL=0" printed on it indicate?

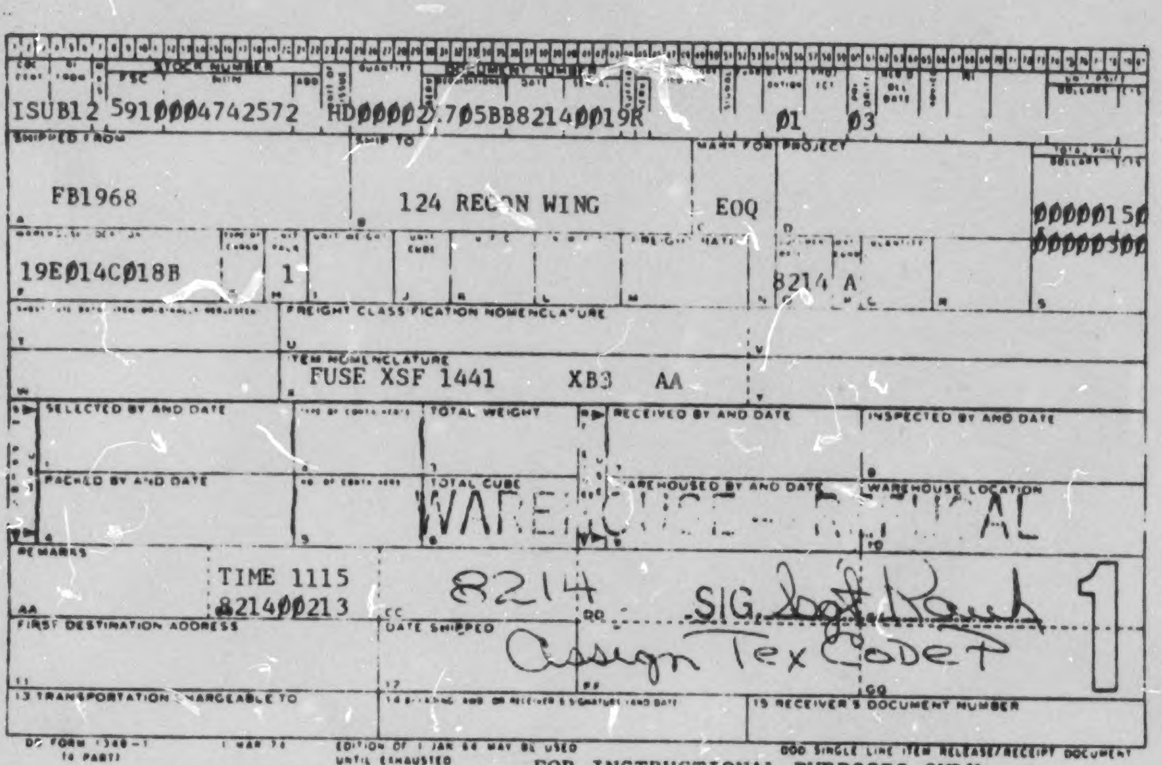
Q11. What freeze code is used for special inventories?

Q12. When is a special inventory normally conducted?

Q13. What TRIC code will you use to request a special inventory?

Q14. Who actually performs the special inventory?

Another possible error is that the balance on hand recorded in the computer is incorrect. When this happens, the location listed on the issue document may not contain enough of the material to complete the issue (for example, if the document instructs you to select a quantity of five, but there are only three in the bin). You should make a search for the "missing" items. If this is unsuccessful, "WAREHOUSE REFUSAL" is stamped on the issue document, warehouse/stockroom supervisor signs across the stamp, and writes "ASSIGN TEX CODE P" on the document. At this time a 1GP is prepared on AF Form 1991 as previously shown. Notice the example of how the DD Form 1348-1 issue document is annotated on the next page. Note: all four copies are stamped "WAREHOUSE REFUSAL."



ISUB12 5910004742572 HD00002.705BB82140019R 01 03

SHIPPED FROM: FB1968

SHIP TO: 124 RECON WING

MARK FOR: EOQ

PROJECT:

TOTAL PRICE: 0000015 0000030

19E014C018B

1

8214 A

FREIGHT CLASSIFICATION NOMENCLATURE:

ITEM NOMENCLATURE: FUSE XSF 1441 XB3 AA

SELECTED BY AND DATE:

TOTAL WEIGHT:

RECEIVED BY AND DATE:

INSPECTED BY AND DATE:

PACKED BY AND DATE:

TOTAL CUBE:

WAREHOUSED BY AND DATE:

WAREHOUSE LOCATION:

WAREHOUSE – REFUSAL

REMARKS:

TIME 1115
821400213

8214

SIG. Sgt. Rauh

1

FIRST DESTINATION ADDRESS:

DATE SHIPPED:

Assign Tex Code P

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1 (6 PART) 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

Once you have selected the correct quantity of an item, the next step is to record this on the issue document. Look at the document shown on page 14 and see if you can locate block 1. It is in the middle on the left-hand side, and has "SELECTED BY AND DATE" printed across the top of it.

Since you have just selected the item, you must now sign your name and record the Julian date in this block. This is done so that there will be a permanent record of who selected the property and when.

Now you are ready to forward the item and all copies of the issue document to the delivery area. This is the Pickup and Delivery Section. Stock may be moved to the Pickup and Delivery Section in the most convenient manner: by messenger; conveyor system; or materiels handling equipment. Regardless of the method you use, you must make sure that the items are not separated or damaged, that the issue document is not lost, and that priority requests are handled as quickly as possible.

Review this information by writing short responses to the following questions:

Q15. What is stamped on the issue document if the quantity in the warehouse location is not enough to complete the issue?

Q16. The warehouse issue document is printed on DD Form ______ in ________ copies.

Q17. What entry does the warehouseman make on the issue document?

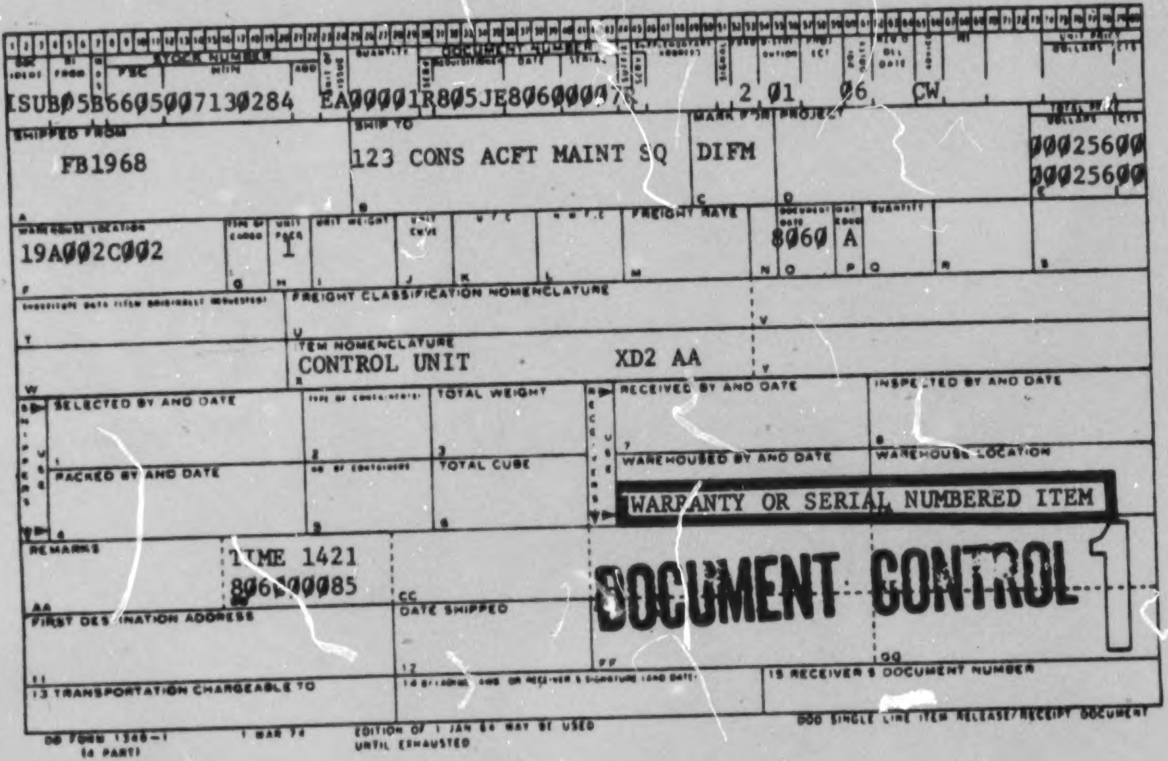
Q18. What is the appropriate delivery area for items selected for issue from the warehouse?

Q19. Explain some of the rules to follow in moving property to the delivery area.

So far in the lesson, the usual procedures followed in making a warehouse issue have been discussed. There are some items, however, which cannot be issued in the usual fashion. They require exceptional handling of some sort. To identify these items, issue exception codes (IEX) are loaded to the item records. Then when an item with an IEX is requested, the initial input rejects and a different issue procedure is followed as required.

This is a little easier to understand when you look at some examples. One of the issue exception codes that is often used is "WARRANTY OR SERIAL NUMBERED ITEM," which has an IEX of "B." When a request is made for an item that has a warranty, such as a control unit, the first time the issue request is input to the computer, it will reject. Demand Processing must then add the issue exception code in CC 7 of the AF Form 2005 and reinput it.

Now the issue document will be output in the warehouse, and it will reflect the TEX in CC 7 as well as the exception phrase printed in blocks 9 and 10. If that is hard to remember try the 9th line of print in CC 43-77. This is shown in the figure below. These additional entries on the document alert Storage and Issue personnel that the item requires special handling.



STOCK NUMBER — FSC — NIIN — QUANTITY — DOCUMENT NUMBER — DATE — SERIAL

ISUB05B6605007130284 EA00001R805JE806000047R 2 01 06 CW

SHIPPED FROM: FB1968

SHIP TO: 123 CONS ACFT MAINT SQ

MARK FOR: DIFM

PROJECT

TOTAL PRICE: 00025600

00025600

WAREHOUSE LOCATION: 19A002C002

UNIT PACK: I

UNIT WEIGHT

UNIT CUBE

FREIGHT RATE

DOCUMENT DATE: 8060

A

QUANTITY

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE: CONTROL UNIT XD2 AA

SELECTED BY AND DATE

TOTAL WEIGHT

RECEIVED BY AND DATE

INSPECTED BY AND DATE

PACKED BY AND DATE

TOTAL CUBE

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

WARRANTY OR SERIAL NUMBERED ITEM

REMARKS: TIME 1421

80600085

DOCUMENT CONTROL 1

FIRST DESTINATION ADDRESS

DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1 (4 PART) 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

Two of the most important issue exception codes you will be working with are those for health hazard items (codes 8 and 9). As you learned in the lesson on storage functions, these are items which could pose a hazard to your health if handled incorrectly. If a health hazard item is to be pulled for issue, the issue exception code will again be reflected in CC 7 of the issue document, and the phrase "HEALTH HAZARD" will be printed in blocks 9 and 10. Whenever you see this phrase on an issue document, be sure to handle the item carefully, following all directions on the item label.

Another common use of the issue exception code is on random length items (IEX 4). These are items, such as copper tubing or heavy chains, that are received from the sources of supply in specific lengths and must be issued in these same lengths, regardless of what the customers actually need. When a request for such an item is input to the computer by Demand Processing, it will reject. Then Demand Processing notifies the customer that he has requested a random length item. After this happens, the issue document is prepared manually by Demand Processing. It is forwarded to the warehouse where Storage and Issue personnel annotate the quantity issued. It is then returned to Demand Processing where it is input as a post-post transaction. (In other words, the transaction takes place before the paperwork is processed.)

From the examples that we have discussed, you can see that an issue exception code interrupts normal issue processing, forcing exceptional handling of an item. Some issue exception codes are loaded to item records by Materiel Storage and Distribution personnel, so you must learn how this is done. Take a look at the format on the next page. Then look over the AF Form 1991 shown below. It has been prepared to load an issue exception code. We'll discuss each entry.

GENERAL PURPOSE CREATION								TO: ☐ KEYPUNCH ☐ REMOTE						FROM:					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
F	C	D					6	6	1	0	0	0	0	4	9	3	9	8	9
REMARKS																			
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
		0	1																
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
5																			
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80

AF FORM FEB 71 1991 PREVIOUS EDITION WILL BE USED

Format for Issue Exception Load

Card Column	Field Designation	Remarks
1-3	TRIC Code	FCD
8-22	NSN	
23-24	System Designator	01
41	Issue Exception Code	See Note 1

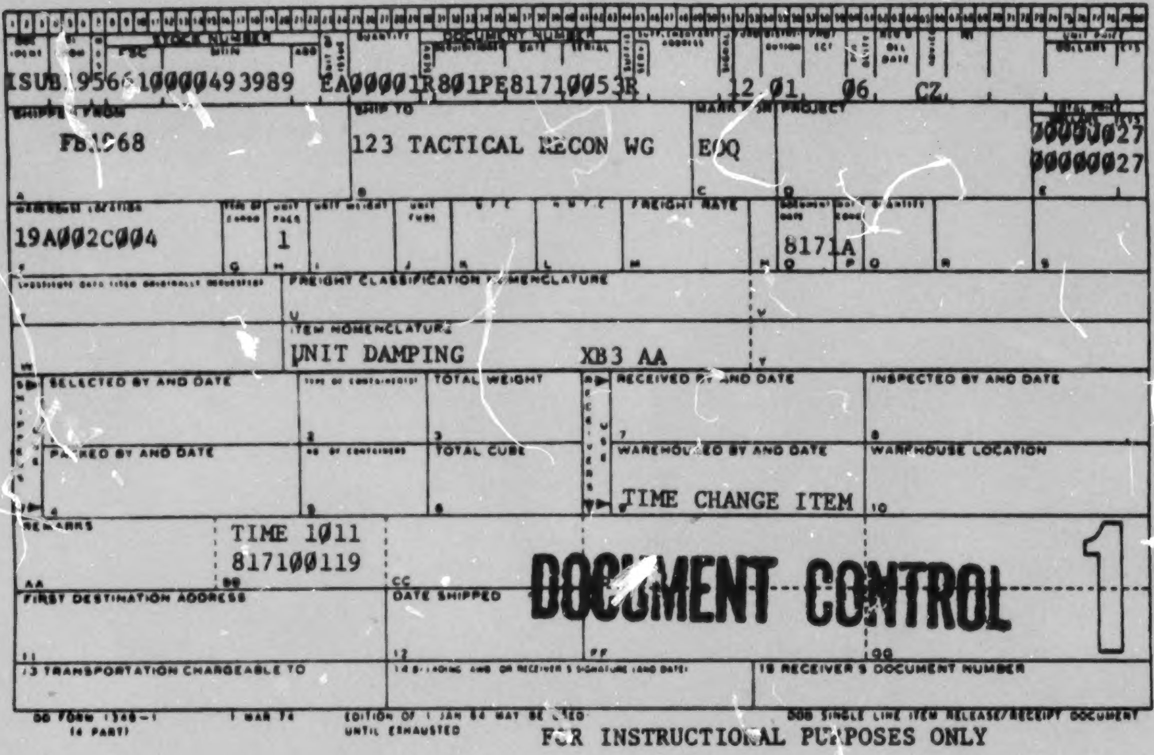
Note 1: The following issue exception codes are some of those which may be assigned by Materiel Facilities Specialist.

Code	Exception Phrase
4	POST-POST (RANDOM LENGTH ITEM)
5	TIME CHANGE ITEM
8	HEALTH HAZARD
B	WARRANTY OR SERIAL NUMBERED ITEM
F	BREAKDOWN INTO COMPONENTS

You can see that this is a very easy format. The TRIC (FCD), as always, belongs in CC 1-3. The NSN should be entered in CC 8-22, and the system designator belongs in CC 23-24. The final entry is the issue exception code, and it belongs in CC 41.

Once [illegible] IEX has been assigned to an item record, it will be reflected on the DD Form 1348-1 any time the item is issued. The figure at the top of the next page shows the issue document that would be printed if item 6610000493989 were issued. Notice that the exception code is printed in CC 7, and the phrase "TIME CHANGE ITEM" is printed in block 9. This will alert Storage and Issue personnel that the item does require special handling.

4·16



STOCK NUMBER / FSC / NIIN / QUANTITY / DOCUMENT NUMBER

ISUB1956610000493989 EA00001R801PE81710053R 12 01 06 CZ

SHIPPED FROM: FB1968

SHIP TO: 123 TACTICAL RECON WG

MARK FOR: EOQ

PROJECT:

TOTAL PRICE: 00000027 00000027

WAREHOUSE LOCATION: 19A002C004

UNIT PACK: 1

UNIT WEIGHT:

FREIGHT RATE:

DOCUMENT DATE: 8171 A

FREIGHT CLASSIFICATION NOMENCLATURE:

ITEM NOMENCLATURE: UNIT DAMPING XB3 AA

SELECTED BY AND DATE:

TOTAL WEIGHT:

RECEIVED BY AND DATE:

INSPECTED BY AND DATE:

PACKED BY AND DATE:

TOTAL CUBE:

WAREHOUSED BY AND DATE: TIME CHANGE ITEM

WAREHOUSE LOCATION:

REMARKS: TIME 1011 817100119

FIRST DESTINATION ADDRESS:

DATE SHIPPED:

DOCUMENT CONTROL 1

13 TRANSPORTATION CHARGEABLE TO:

14 RECEIVER'S SIGNATURE (AND DATE):

15 RECEIVER'S DOCUMENT NUMBER:

DD FORM 1348-1 (4 PART) 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

Review what you have learned about issue exception codes by writing short responses to the following:

Q20. What is the purpose of an issue exception code?

Q21. What form is used to prepare the input to load an IEX?

Q22. What do the initials IEX stand for.

Q23. What does issue exception code 8 stand for, and what does this mean?

As we mentioned before, Storage and Issue personnel forward the items ready for issue, along with the documentation, to the appropriate delivery area. This, of course, is the Pickup and Delivery Section.

Pickup and Delivery is another section manned by Materiel Facilities Specialists that is extremely important to the issue process. Its responsibility is to deliver issues (property) to the customer within specific time frames.

One of this section's primary considerations is vehicle utilization. The Pickup and Delivery Section is the single control point for all vehicles, other than petroleum, oil, or lubricant vehicles, dispatched to the Chief of Supply. You have already learned about the Materiels Handling Equipment managed by this section, but for now we are concerned mostly with delivery trucks. These vehicles are considered to be part of the Base Motor Pool and can be pulled for use elsewhere on base if needed. On the other hand, if priority requirements make it necessary, Pickup and Delivery can use vehicles from elsewhere on base.

Each driver in the Pickup and Delivery Section is assigned a truck and a delivery route every day. He is responsible for the upkeep of his vehicle, making sure that it has gasoline and oil and is washed and waxed. In addition, before using the truck, he must complete a safety checklist to insure that it is in good operating condition. Drivers normally follow an established schedule, visiting every organization on their route at specific times each morning and each afternoon. This allows the organizations to plan ahead.

All items are not delivered strictly according to this schedule, however. A little earlier in the lesson, mention was made of delivery priorities. They are an important consideration of the Pickup and Delivery Section, and you must know them.

Delivery priorities are numeric codes used to indicate the maximum time allowed from the receipt of the request in Base Supply until the delivery of the item to the requesting organization. The following are the codes and their meanings:

Priority	Delivery Time Requirements
1	As soon as possible but no later than 30 minutes
2	As soon as possible but no later than 30 minutes
3	As soon as possible but no later than 1 hour

Priority	Delivery Time Requirements
4	As soon as possible but no later than 4 hours
5	As soon as possible but no later than 8 hours
6	As soon as possible but no later than 12 hours
7	No time limit established

Now you can see why these priorities are so important. Every time Storage and Issue brings an item to Pickup and Delivery that is to be issued to a customer, the priority code indicates how soon the item must be delivered. So, while an expedite issue with a priority of 1 or 2 is urgently needed and must be taken to the customer before half an hour has passed, an issue with a priority of 6 is routine, and as many as 12 hours are allowed for delivery.

On most bases, there is one Pickup and Delivery driver assigned to deliver just the expedite issues. He is called the expedite driver, and he must make sure that all the top priority items (especially those with priorities 1, 2, and 3) are delivered within their time limits. All routine issues (and usually priority 4 items) are handled according to the established schedules mentioned earlier.

Card columns 4-6 of the issue document contain the delivery destination code. This code indicates exactly where on base the item should be delivered. But as a new pickup and delivery driver, you probably wouldn't know what each code stands for. So you would consult the master delivery destination list.

This list is compiled on each base. It shows the actual delivery locations (building, room number, work area) for each assigned three-digit delivery destination code. The document on page 12 in this text shows a delivery destination code of B19. Now look at the sample master delivery delivery destination list shown on the following page. You can see that this item should be delivered to Building 900, Room 112.

MASTER DELIVERY DESTINATION LIST

Org. Code	Shop Code	Delivery Destination	Organization Title	Bldg No.	Room No.	Phone No.
733	RE	B19	935 CAMRON SQ	900	112	4223
733	CO	B17	935 CAMRON SQ	901	B8	3802
733	RE	B18	935 CAMRON SQ	902	100	2751
733	CO	B07	935 CAMRON SQ	902	204	4325
801	MC	B52	123 TAC RECON WG	416		3893
801	HS	B14	123 TAC RECON WG	420	10	3988
801	AR	A03	123 TAC RECON WG	405	113	4336
801	PE	B30	123 TAC RECON WG	415	104	2774
804	HS	B29	4423 FLD MAINT SQ	412	100	2665
804	PR	B16	4423 FLD MAINT SQ	904		2562
805	IN	A26	123 CAMRON SQ	758	174	3417
805	JE	B05	123 CAMRON SQ	699	25	2861
805	AR	A21	123 CAMRON SQ	1410	307	5642
805	HS	C12	123 CAMRON SQ	315		2375
807	AP	B12	152 CAMRON SQ	910	74	3001
807	MC	A01	152 CAMRON SQ	816	102	7843

Once you know exactly where you are to deliver the various items awaiting issue and what time standards you must work within, you are ready to make the deliveries. AFM 67-1 directs that these deliveries be made as fast as possible observing local speed limits and ground safety rules.

Review what you have learned about delivering property by writing short responses to the following:

Q24. What is the Pickup and Delivery Section's responsibility in the issue process?

Q25. Who is personally responsible for the upkeep of each Pickup and Delivery truck?

Pickup and Delivery has just received the issue document shown on page 17 of this text. Look it over. Then answer the following questions.

Q26. What is the delivery priority for this issue?

Q27. What is the time frame for delivery of this item?

Q28. Who would probably deliver this item to the customer?

Q29. If you are unsure about the meaning of a delivery destination code, where could you find an explanation?

Q30. According to the mastery delivery destination list on page 20 of the text, a delivery destination code of B14 means:

When you reach the destination for the item you are delivering, someone from the requesting organization should be on hand to receive it. You will have a list specifying exactly who is authorized to receipt for classified or equipment type items. But for regular supplies, any member of the requesting organization may sign for the item. However, the person signing must show you either a military identification card (DD Form 2AF) or a civilian identification card.

It is now your responsibility to make sure that the receipt of the property is correctly indicated on the issue document. Three entries are required:

1. The time and date of the delivery belongs in block 13.

2. The recipient's signature is placed in block 14.

3. Finally the name of the organizational representative receiving the item must be printed in block 15.

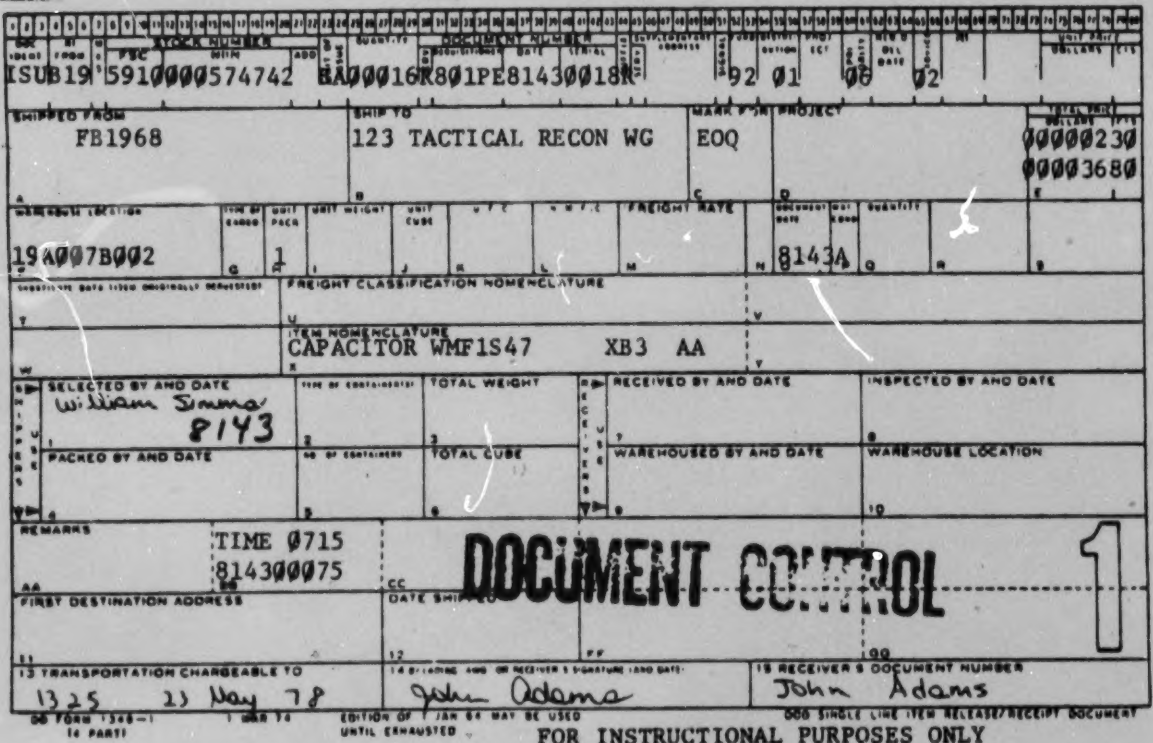
The document below has been completed with these entries. Look it over; then answer the following questions.

Q31. Who is the organizational representative?

Q32. Where is the time and date of the delivery placed?

Q33. Where did the organizational representative put his signature?

Q34. Why do you think the organizational representative's name is printed on the issue document?



STOCK NUMBER / DOCUMENT NUMBER

ISUB19 5910000574742 BA00016R801PE81430018R 92 01 00 02

SHIPPED FROM: FB1968

SHIP TO: 123 TACTICAL RECON WG

MARK FOR: EOQ

PROJECT

TOTAL PRICE: 00000230 00003680

WAREHOUSE LOCATION: 19A007B002

UNIT PACK: 1

UNIT WEIGHT

UNIT CUBE

FREIGHT RATE

DOCUMENT DATE: 8143A

QUANTITY

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE: CAPACITOR WMF1S47 XB3 AA

SELECTED BY AND DATE: William Simms 8143

TOTAL WEIGHT

RECEIVED BY AND DATE

INSPECTED BY AND DATE

PACKED BY AND DATE

TOTAL CUBE

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS: TIME 0715 814300075

DOCUMENT CONTROL 1

FIRST DESTINATION ADDRESS

DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO: 1325 23 May 78

14 SIGNATURE AND DATE: John Adams

15 RECEIVER'S DOCUMENT NUMBER: John Adams

DD FORM 1348-1 (4 PART) 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

Once the required entries have been made on the issue document, you have one final responsibility. That is to give the customer his copy of the document (this is always copy 2) and assure distribution of the other copies.

The most important factor affecting distribution is the expendability, recoverability, repairability cost category (ERRC) designator of the item being issued. You learned a little about ERRC designators in block I, but they are so vital, you should review them here.

Remember, the first position of the three-position designator indicates whether the item is expendable (X) or non-expendable (N).

The second position of the designator indicates whether or not the item is subject to repair and the lowest level authorized to condemn the item. "D" identifies items which are subject to repair and which should be returned to a depot or specialized repair activity when they can't be made serviceable by field level maintenance. "F" indicates items authorized for repair at organizational and intermediate levels. "B" identifies items that are not subject to repair. (However, B items may be reconditioned.)

The third position of the designator indicates the type of management required. A "1" is restricted to XD items which, because of cost factors, require special management. A"2" may be assigned in the following ways: XD2 -- item not subject to special management; XF2 -- unit price of $100.00 or more; ND2 or NF2 -- unit price of $10.00 or more. A "3" is used on expendable items only: XF3 — unit cost of less that $100.00; XB3 -- assigned to non-recoverable items.

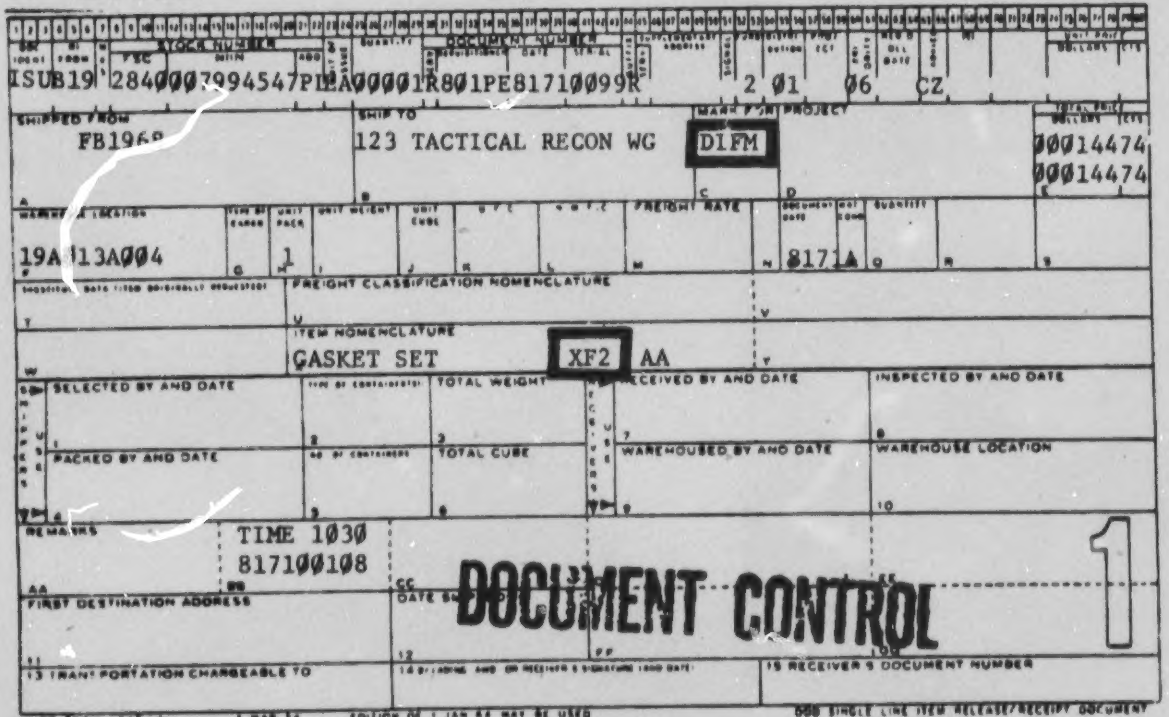
These codes are important in the issue process because they determine the amount of computer control the item will have after it has been issued. For example, an XB3 item, which has no repair capability and can be condemned by the user, is not controlled by the computer after issue. Sandpaper is a good example of an XB3 item. It is consumed in use and obviously cannot be repaired. So when it is issued, the computer simply adjusts the item record and outputs the issue document. However, those items that can be repaired are monitored by the computer after issue.

483

Repair cycle items (items that have the capability of being repaired) always have an ERRC designator beginning with XF or XD, and after issue they are called DIFM items. (DIFM stands for due in from maintenance.) When a repair cycle item is issued, the computer updates the item record balance and prepares the issue document. And it also creates a due in from maintenance record internally. This record indicates that the organization receiving the item owes Base Supply a like item.

Take a look at the following example. Field Maintenance has an aircraft that is down because of a faulty generator. Instead of waiting for repairs to be made, they request a replacement. It is issued to them as a DIFM item (and a DIFM detail record is created) because, according to the computer, Field Maintenance now has two of these generators. And one of them is due to come back in. Maintenance must clear the detail record by turning in the old generator. So it is through DIFM detail records that the computer controls repair cycle items.

It is easy to determine the ERRC designator of an item being issued because it is printed right on the issue document. Look at the DD Form 1348-1 shown below. The ERRC designator is printed in block X. And, because this is an XF item, "DIFM" is printed in block C. The document on page 22, on the other hand, is for an XB3 item.



STOCK NUMBER
DOCUMENT NUMBER
ISUB19 2840007994547PLEA0001R801PE81710099R 2 01 06 CZ

SHIPPED FROM
FB1968
SHIP TO
123 TACTICAL RECON WG
DIFM
PROJECT
00014474
00014474

WAREHOUSE LOCATION
19A 13A004
UNIT PACK
1
FREIGHT RATE
8171A

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE
GASKET SET XF2 AA

SELECTED BY AND DATE
TOTAL WEIGHT
RECEIVED BY AND DATE
INSPECTED BY AND DATE
PACKED BY AND DATE
TOTAL CUBE
WAREHOUSED BY AND DATE
WAREHOUSE LOCATION

REMARKS
TIME 1030
817100108

FIRST DESTINATION ADDRESS

DOCUMENT CONTROL 1

13 TRANSPORTATION CHARGEABLE TO
15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1
DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

The fact that DIFM items are controlled by the computer after issue and non-DIFM items are not, does affect the distribution of the issue documents.

Remember, this document is printed on DD Form 1348-1 in four copies. Copy 1 is always forwarded to the Document Control Section. As we mentioned earlier, copy 2 remains with the customer. If there is an ERRC designator of XB3 in block X, copies 3 and 4 are destroyed. Remember, there is no control by the computer on this type of item after it is issued. If the ERRC designator begins with XD or XF and "DIFM" is printed in block C, copies 3 and 4 are forwarded to the Reparable Processing Center (RPC). These copies will be used later, when the item it is replacing is turned-in for repair.

Earlier in this lesson we discussed items that require exceptional handling. (Refer to page 13.) One such item is the warranty/guaranty. Distribution of the DD Form 1348-1 issue document is somewhat unusual.

If the issue document is for an item under warranty/guaranty the procedure is slightly different. You sign and date block 1 as shown previously. Then forward the property and issue document to the Pickup and Delivery Section. At this time, the document will be annotated with model, serial number, manufacturer's name and other data required locally.

Upon delivery to the organization the driver will obtain the time and date in block 13, the organizational representatives signature in block 14, and his/her printed name in block 15. Then the document distribution for the DD Form 1348-1 will be as follows:

Copy 1 - Document Control
Copy 2 - Custodian
Copy 3 - Contract Maintenance for warranty/guaranty items and items under serialized control
Copy 4 - Used as locally determined or destroyed

Review what you have just learned by writing short responses to the following:

Q35. After assuring that the proper entries have been made on the issue document, what is Pickup and Delivery's final responsibility?

Q36. The most important factor affecting distribution of the issue document is:

Q37. Who receives copy 1 of the issue document for an XB3 item?

Q38. What happens to copies 3 and 4 of the issue document for a DIFM item?

Q39. Which copy of the issue document does the customer keep as his receipt?

Q40. What is the correct distribution for copy 4 of a non-DIFM issue document?

Q41. Issue documents for warranty/guaranty items require what entries by Pickup and Delivery personnel?

Q42. Review the DD Form 1348-1 on page 14 of this text and list the distribution for each copy required of the Pickup and Delivery driver.

SUMMARY

In this lesson you have learned about the important role you will play in the process of issuing items from a warehouse to a customer. Let's review what the lesson has covered.

First, an organization which needs an item contacts either the expedite or the routine call-in point of the Demand Processing Unit. Demand processing prepares an issue request on AF Form 2005. This is input to the computer, and normally the issue document is output in the warehouse. Storage and issue personnel pull the property, sign the document, and forward both to the Pickup and Delivery Section. Remember, though, that some items are subject to special issue processing. They are identified by issue exception codes on their item records.

The Pickup and Delivery Section's responsibility is to deliver the item to the customer. In doing so it must consider delivery priorities and vehicle utilization. Upon receipt of the property, the issue document is completed with the time and date, the recipient's signature and the recipient's printed name. Pickup and Delivery must then distribute the four copies of the issue document. Copy 1 is forwarded to the Document Control Section; copy 2 remains with the customer; if it is a DIFM item, copies 3 and 4 are sent to RPC; if it is a non-DIFM item, copies 3 and 4 are destroyed.

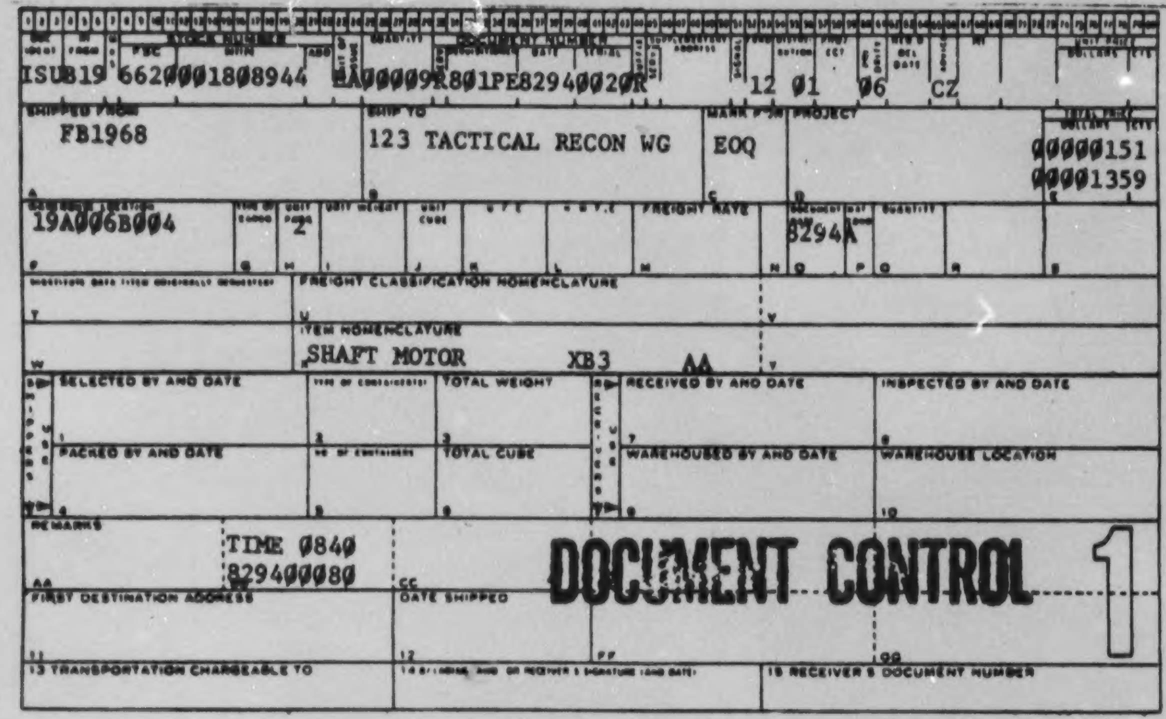
Now complete the workbook for this lesson.

Supply Training Branch
Lowry Air Force Base, Colorado

WB G3ABR64531 000
August 1978

WAREHOUSE ISSUES

Problem One: You work in the Storage and Issue Section of the warehouse and have just selected item 6620001808944 in a quantity of 9 each. Now make the entry you are responsible for on the issue document printed below. Use your name and Julian date 8294.



ISUB19 6620001808944 EA00009R801PE82940020R 12 01 06 CZ

SHIPPED FROM
FB1968

SHIP TO
123 TACTICAL RECON WG

MARK FOR
EOQ

PROJECT

TOTAL PRICE
000000151
00001359

19A006B004

UNIT PACK
2

UNIT WEIGHT

UNIT CUBE

FREIGHT RATE

8294A

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE
SHAFT MOTOR XB3 AA

SELECTED BY AND DATE

TOTAL WEIGHT

RECEIVED BY AND DATE

INSPECTED BY AND DATE

PACKED BY AND DATE

TOTAL CUBE

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS
TIME 0840
829400080

DOCUMENT CONTROL 1

FIRST DESTINATION ADDRESS

DATE SHIPPED

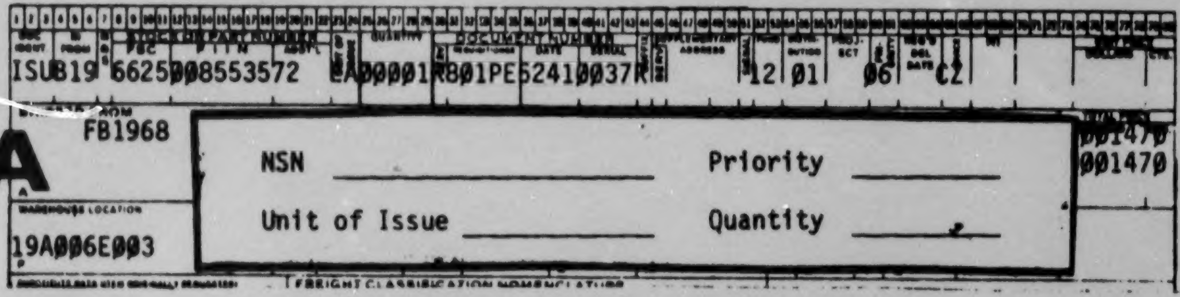
13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

Problem Two: You work in Pickup and Delivery and have just delivered item 6620001808944 to organizational representative Henry Patrick. Make the required entries on the issue document above. Use the time 1420 and the date 21 Oct. 78.

Supersedes WB 002-04-03-01 dated March 1978.

Problem Three: Three issue documents, identified as A, B, and C, are shown on this page. On each of them, print the required information. Then find and mark their correct location on the warehouse stockroom chart on the following page.



A

ISUB19 6625008553572 EA00001R801PE52410037R 12 01 06 CZ

SHIPPED FROM
FB1968

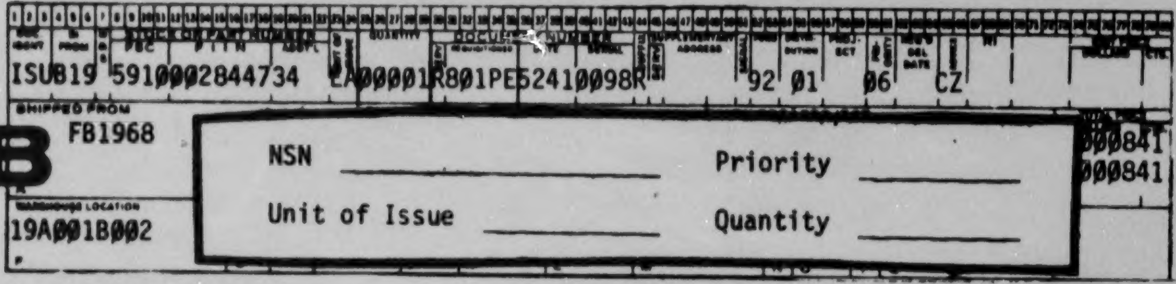
001470
001470

WAREHOUSE LOCATION
19A006E003

NSN ______________ Priority __________

Unit of Issue __________ Quantity __________

FREIGHT CLASSIFICATION NOMENCLATURE



B

ISUB19 5910002844734 EA00001R801PE52410098R 92 01 06 CZ

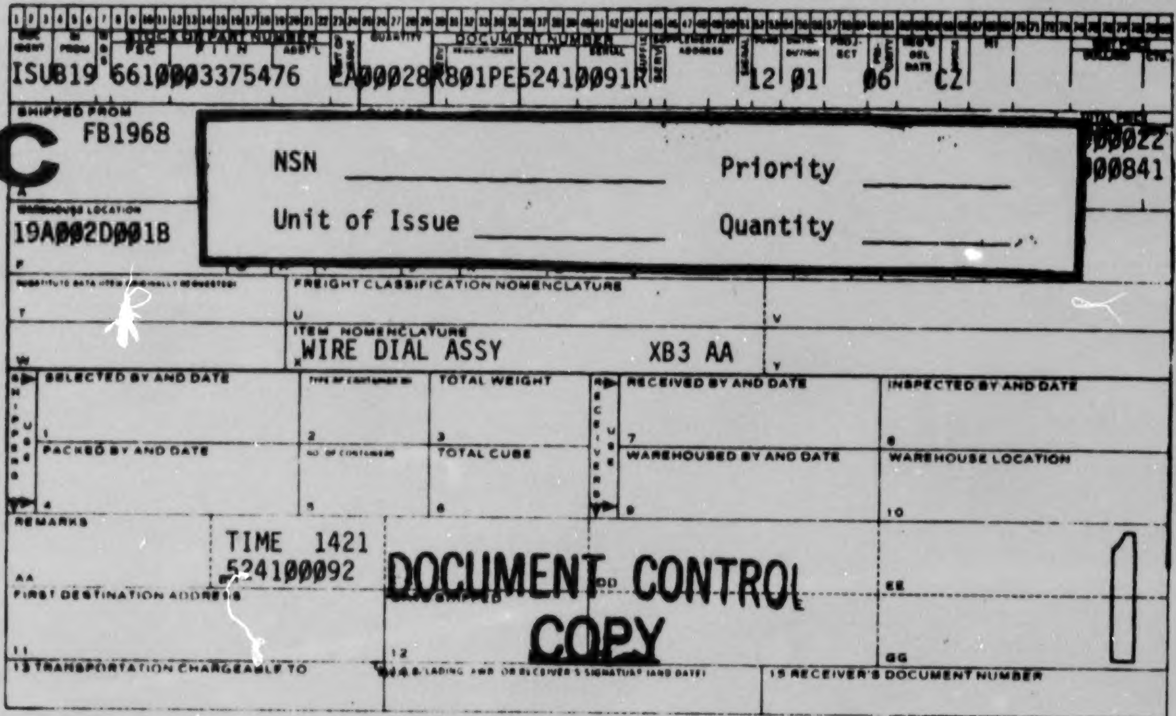
SHIPPED FROM
FB1968

000841
000841

WAREHOUSE LOCATION
19A001B002

NSN ______________ Priority __________

Unit of Issue __________ Quantity __________



C

ISUB19 6610003375476 EA00028R801PE52410091R 12 01 06 CZ

SHIPPED FROM
FB1968

000022
000841

WAREHOUSE LOCATION
19A002D001B

NSN ______________ Priority __________

Unit of Issue __________ Quantity __________

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE
WIRE DIAL ASSY XB3 AA

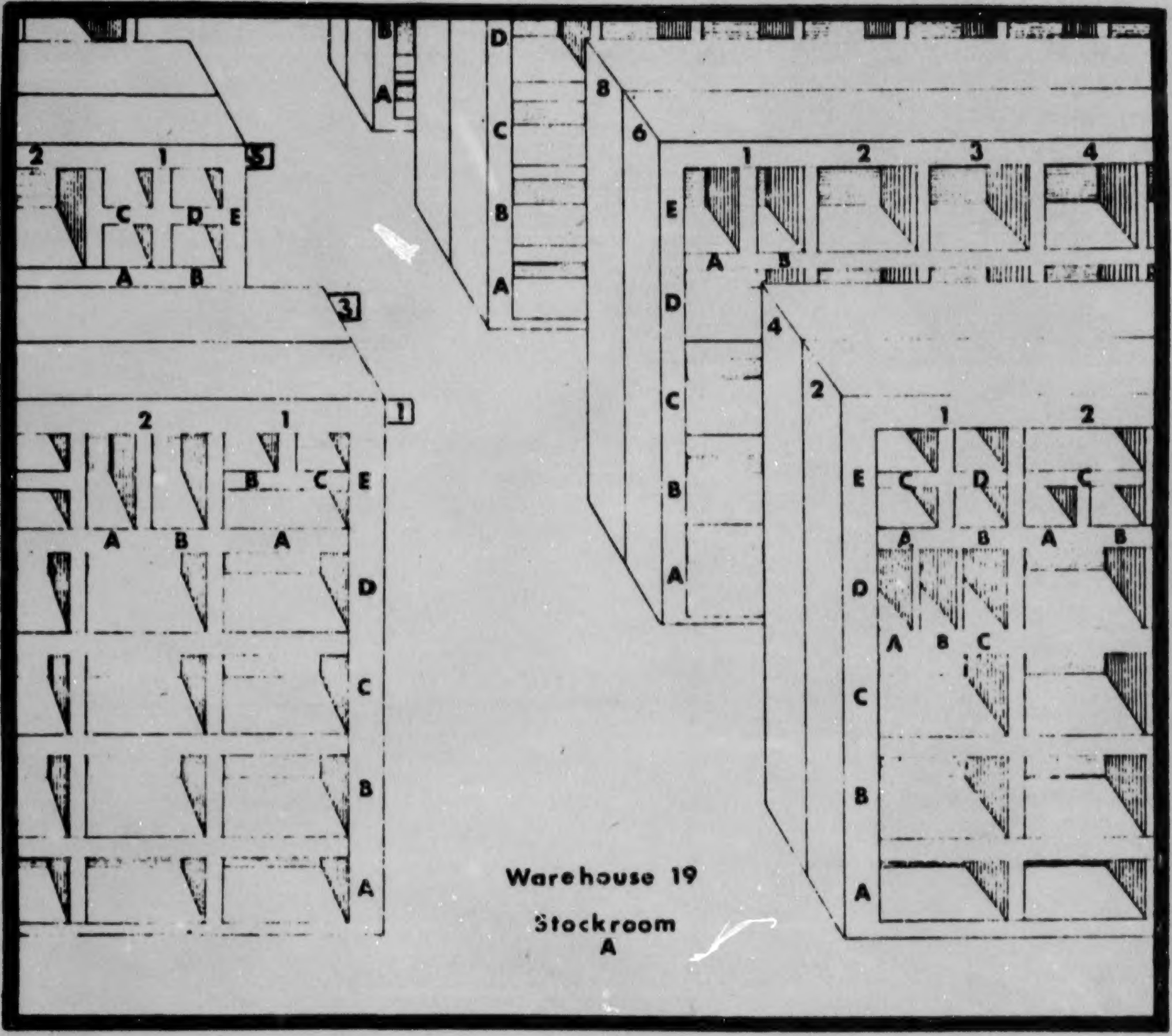
SELECTED BY AND DATE
TOTAL WEIGHT
RECEIVED BY AND DATE
INSPECTED BY AND DATE
PACKED BY AND DATE
TOTAL CUBE
WAREHOUSED BY AND DATE
WAREHOUSE LOCATION

REMARKS
TIME 1421
524100092

DOCUMENT CONTROL
COPY

FIRST DESTINATION ADDRESS
TRANSPORTATION CHARGEABLE TO
RECEIVER'S DOCUMENT NUMBER

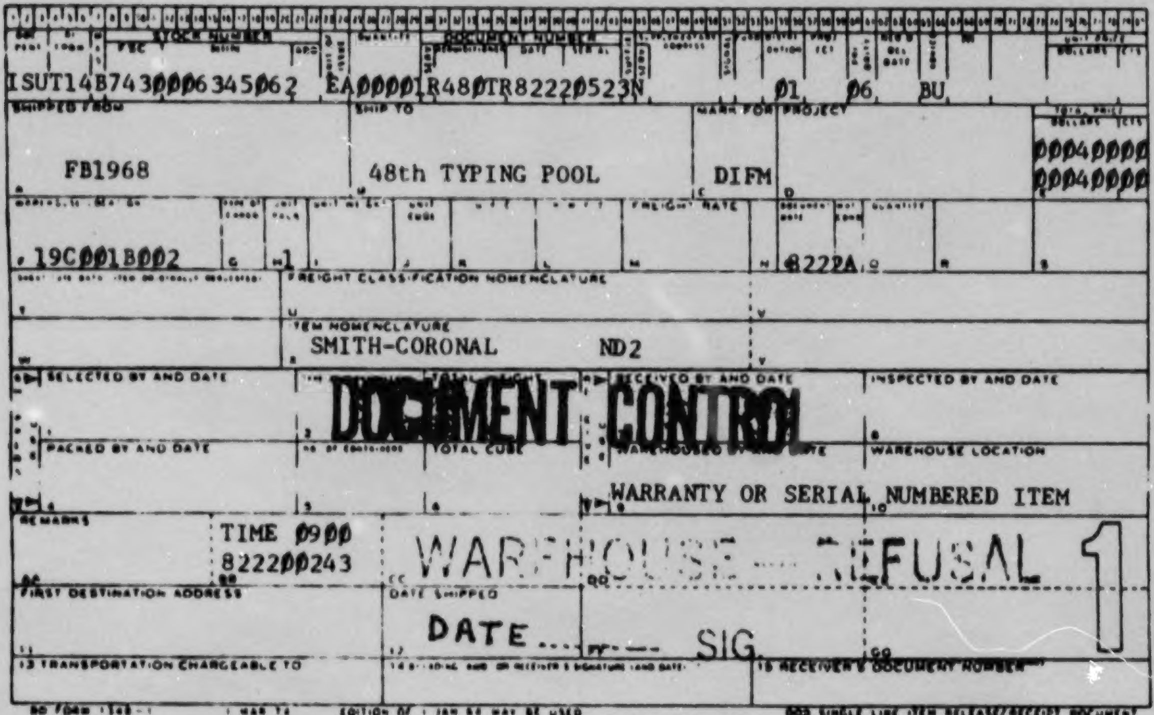
Problem Three cont.


2
1
5
C
D
E
A
B
3
1
2
1
B
C
E
A
B
A
D
C
B
A
B
A
D
C
B
A
8
6
1
2
3
4
E
A
B
D
4
C
B
A
2
1
2
E
C
D
C
A
B
A
B
D
A
B
C
C
B
A
Warehouse 19
Stockroom
A

Problem Four: This problem involves a warehouse refusal. You have checked all possible areas and the property identified on the document was not available for issue. Assume the duties of the stockroom supervisor and complete the document provided, with the necessary data. To complete this problem you must also prepare an AF Form 1991 requesting inventory action.

Enter: ASSIGN TEX CODE P
Stockroom supervisor: Mike Lamb
Date: 8222

TRIC: 1GP
NSN: CC. 8-22
SYSTEM DESIGNATOR: 01
TYPE BALANCE CODE: CC. 26
INITIATOR AND
JUSTIFICATION: CC. 36-80



STOCK NUMBER — DOCUMENT NUMBER
ISUT14B7430006345062 EA00001R480TR82220523N 01 06 BU

SHIPPED FROM: FB1968
SHIP TO: 48th TYPING POOL
MARK FOR: DIFM
PROJECT
TOTAL PRICE: 00040000
00040000

19C001B002
1
8222A

FREIGHT CLASSIFICATION NOMENCLATURE
ITEM NOMENCLATURE: SMITH-CORONAL ND2

SELECTED BY AND DATE
TOTAL WEIGHT
RECEIVED BY AND DATE
INSPECTED BY AND DATE

DOCUMENT CONTROL

PACKED BY AND DATE
TOTAL CUBE
WAREHOUSED BY AND DATE
WAREHOUSE LOCATION

WARRANTY OR SERIAL NUMBERED ITEM

REMARKS
TIME 0900
822200243

WAREHOUSE — REFUSAL 1

FIRST DESTINATION ADDRESS
DATE SHIPPED
DATE...
SIG.

TRANSPORTATION CHARGEABLE TO
RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1
EDITION OF 1 JAN 68 MAY BE USED UNTIL EXHAUSTED
DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

Problem Four cont.

GENERAL PURPOSE CREATION								TO: ☐ KEYPUNCH ☐ REMOTE						FROM:					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
REMARKS																			
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80

AF FORM FEB 71 1991 PREVIOUS EDITION WILL BE USED FOR INSTRUCTIONAL PURPOSES ONLY

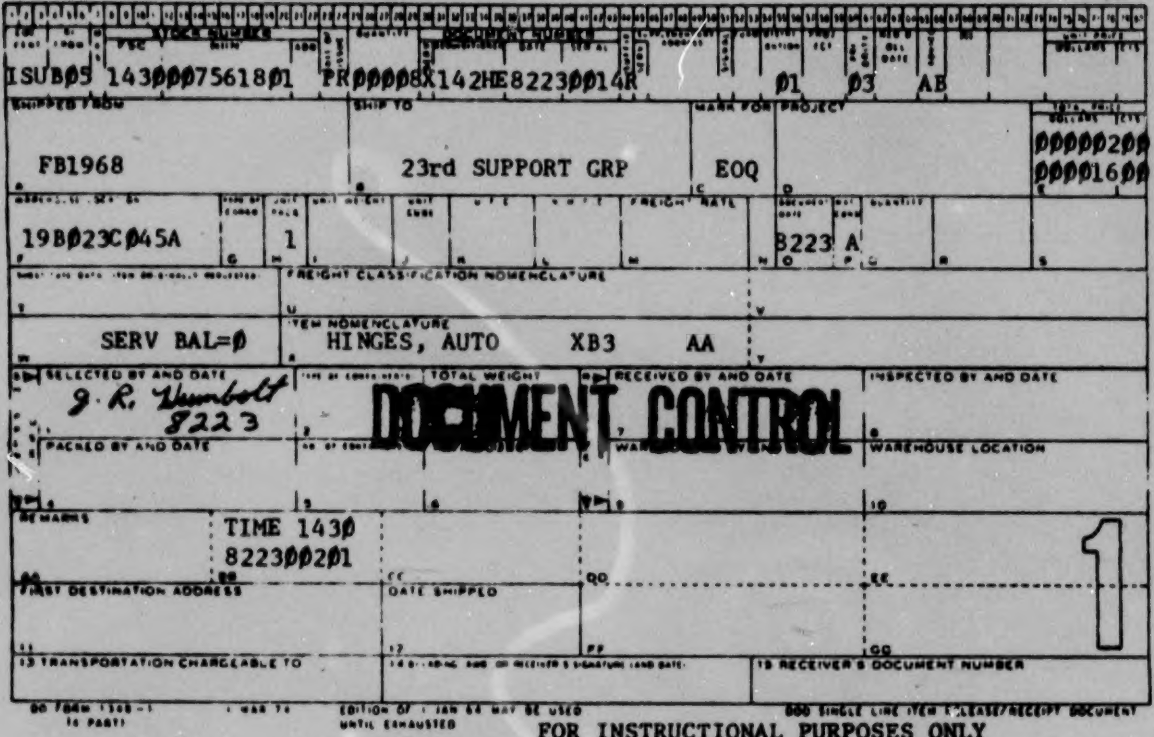
Problem Five: The issue document on the following page shows SERV BAL=0 in block W; however, four pair of the auto hinges remain in the warehouse location. All possible areas have been screened and there are no outstanding documents. You must prepare a request for special inventory using the information provided and an AF Form 1991. Inventory Section will do the research and make any adjustments to the item record balances for you.

GENERAL PURPOSE CREATION								TO: ☐ KEYPUNCH ☐ REMOTE						FROM:					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
REMARKS																			
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80

AF FORM FEB 71 1991 PREVIOUS EDITION WILL BE USED FOR INSTRUCTIONAL PURPOSES ONLY

Problem Five cont.

TRIC: 1GP
NSN: CC. 8-22
SYSTEM DESIGNATOR: CC. 23-24
TYPE BALANCE CODE: CC. 26
INITIATOR AND
JUSTIFICATION: HUMBOLT SUP WHSE 19
CC. 36-80



ISUB05 14300075618 01 PR0000 8X142HE822300 14R 01 03 AB

SHIPPED FROM: FB1968
SHIP TO: 23rd SUPPORT GRP
MARK FOR: EOQ
PROJECT
TOTAL PRICE: 00000200
00001600

19B023C045A
UNIT PACK: 1
FREIGHT RATE
8223 A

FREIGHT CLASSIFICATION NOMENCLATURE

SERV BAL=0
ITEM NOMENCLATURE: HINGES, AUTO XB3 AA

SELECTED BY AND DATE: J. R. Humbolt 8223
TOTAL WEIGHT
RECEIVED BY AND DATE
INSPECTED BY AND DATE

DOCUMENT CONTROL

PACKED BY AND DATE
WAREHOUSE LOCATION

REMARKS: TIME 1430
8223000201

FIRST DESTINATION ADDRESS
DATE SHIPPED

1

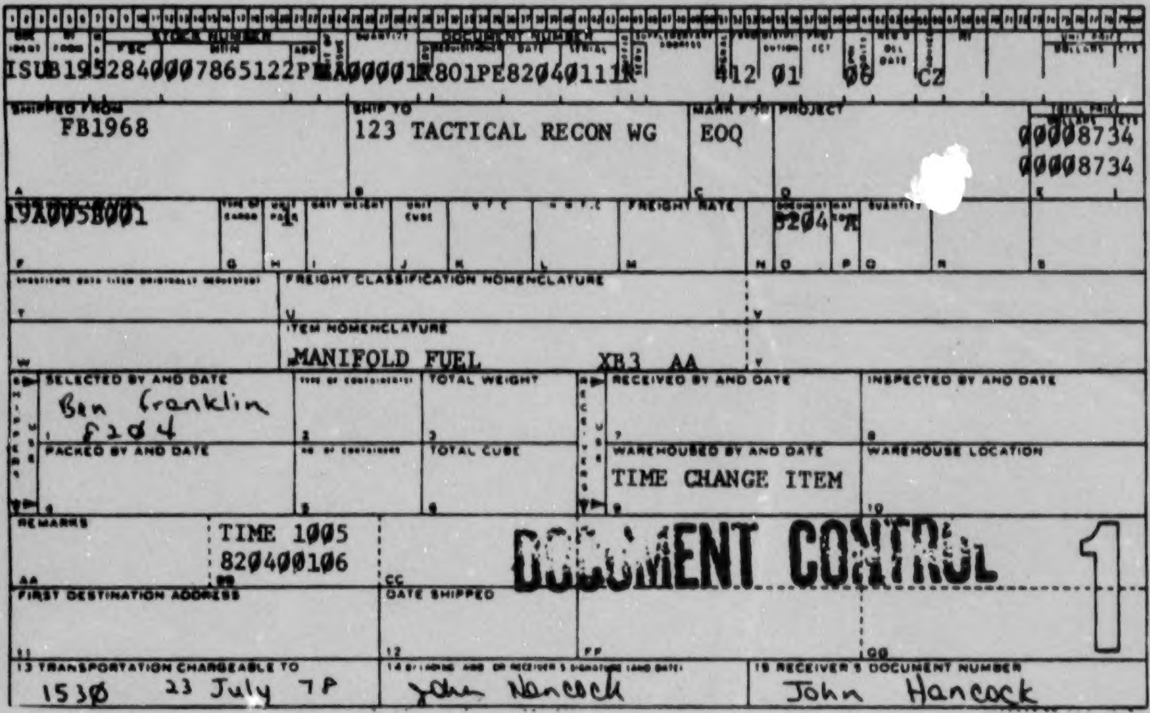
13 TRANSPORTATION CHARGEABLE TO
15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1
EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED
DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

Problem Six: Let's see how well you can interpret the information on an issue document. Using the document below, find the following information:

1. **Organizational representative** ______________________
2. **Delivery destination** ______________________
3. **Warehouseman** ______________________
4. **Time of delivery** ______________________
5. **Issue exception code** ______________________
6. **Warehouse location** ______________________
7. **Quantity to be issued** ______________________
8. **Issue exception phrase** ______________________
9. **Delivery priority** ______________________
10. **Date of delivery** ______________________



ISUB1952840007865122PEA00001R801PE82040111R 412 01 06 CZ

SHIPPED FROM: FB1968

SHIP TO: 123 TACTICAL RECON WG

MARK FOR: EOQ

PROJECT:

TOTAL PRICE: 00008734

00008734

19A005B001

UNIT PACK: 1

FREIGHT RATE:

8204 A

FREIGHT CLASSIFICATION NOMENCLATURE:

ITEM NOMENCLATURE: MANIFOLD FUEL XB3 AA

SELECTED BY AND DATE: Ben Franklin 8204

TOTAL WEIGHT:

RECEIVED BY AND DATE:

INSPECTED BY AND DATE:

PACKED BY AND DATE:

TOTAL CUBE:

WAREHOUSED BY AND DATE: TIME CHANGE ITEM

WAREHOUSE LOCATION:

REMARKS: TIME 1005

820400106

DOCUMENT CONTROL 1

FIRST DESTINATION ADDRESS:

DATE SHIPPED:

13 TRANSPORTATION CHARGEABLE TO: 1530 23 July 78

14: John Hancock

15 RECEIVER'S DOCUMENT NUMBER: John Hancock

Problem Seven: The following seven tasks are all part of the warehouse issue process. In the space following each, identify which one of the units, sections, or individuals listed below is responsible for performing it. Then in the space to the left of each task, indicate its proper sequence in relation to the other tasks listed. (That is, put a "1" by the task that is performed first, a "2" by the one that is performed second, etc.)

___ Take item to the customer ______

___ Request item ______

___ Prepare issue request _____

___ Sign and date block 1 of the issue document _____

___ Pull property from warehouse _____

___ Sign block 14 of issue document _____

___ Distribute issue document _____

a. Demand Processing

b. Organizational Representative

c. Storage and Issue

d. Pickup and Delivery

When you have completed this workbook, you may check your work against the key, which is available at the instructor station. Then take another look at the objectives for the lesson. When you feel confident that you can meet them, you are ready for the lesson appraisal.

ILLUSTRATED PROGRAMMED TEXT

002-04-04-02

Technical Training

Materiel Facilities Specialist

SPECIAL ITEM ISSUES

MARCH 1978

LOWRY TECHNICAL TRAINING CENTER
3440th Technical Training Group
Lowry Air Force Base, Colorado

Designed for ATC Course Use

DO NOT USE ON THE JOB

SPECIAL ITEM ISSUES

SCOPE

Meeting the supply needs of the customers is the primary function of the Base Supply system. In this block you have learned how Base Supply requisitions and receives needed items from the sources of supply and how items are issued from the warehouse to a customer. But not all items are stored in and issued from the warehouse. As you have learned, other types of storage facilities are also used. These include supply points, bench stocks, and the base service store. So, to complete your picture of the issue process, you must learn about the three other methods used by organizations to obtain property from Base Supply.

OBJECTIVES

1. Prepare a supply point issue request.

Supersedes IPT 002-03-05-01 dated 1 Oct. 76

2. Describe tasks performed when issuing a bench stock item.

3. Prepare a bulk issue request for a base service store item.

4. Describe tasks performed in conducting bulk issue reconciliation.

DIRECTIONS

To complete this lesson you must have this text, a workbook, a sheet of scratch paper, and AIS Module Test Form #4. You will find embedded questions throughout the text. Write short responses to them on the scratch paper. A key to the correct answers is available at the instructor station.

In lesson three you learned the procedures followed to issue items from the warehouse to a customer. So, before starting on special item issue procedures, let's quickly review what you have learned.

First, the customer contacts the Demand Processing Unit. The DPU clerk prepares a warehouse issue request on AF Form 2005. This is input to the computer on the DPU remote device.

If the item is available in the quantity needed, the issue document will normally be output on a remote in the Storage and Issue Section of the warehouse.

This document is used to select the property. Among other things it indicates the warehouse location, the quantity, the unit of issue, and the priority.

After the item has been selected and the issue document signed by the warehouseman, it is the responsibility of the Pickup and Delivery Section to take them to the customer.

A member of the requesting organization receives the item, and the required entries are made on the issue document.

Then, of course, Pickup and Delivery must distribute the documents. Remember, the correct distribution depends upon the type of item that is being issued.

So that is the way normal items are issued from a Base Supply warehouse. However, each base has many special items that are not stored in the warehouse. For the sake of convenience, customers obtain these items from supply points, bench stocks, or the base service store.

What determines where an item is stored and issued from? Basically it depends on the type of item. If its ERRC designator begins with XD or XF (in other words, if it is a repair cycle item), it could be placed in a supply point. If it is an XB3 item, it could be placed in a bench stock. And if it is a common use, administrative or janitorial type item, it will be stored in the base service store.

First, let's take a look at supply points. Before becoming involved with the issue procedures, you should know something about what a supply point is and how it operates.

Supply points are really nothing more than small warehouse-type facilities located within or next to the maintenance activities. Each supply point stocks only those repair cycle items that are normally needed by the activity it supports. An authorization list is prepared for each supply point that shows exactly what items it stocks. Among other things, this list shows the item number, national stock number, cost, authorized quantity, and unit of issue. Notice that all the ERRC designators on the list begin with either XD or XF.

Let's see how this type of operation would benefit maintenance. Say, for example, a mechanic in the maintenance activity is working on an aircraft and needs to replace a control unit. If this item is stored in his activity's supply point, he simply walks over to the supply point and the item is issued to him over-the-counter. So he can continue working almost immediately. Supply points add speed and convenience to the supply operation.

As a Materiel Facilities Specialist, you could be assigned to work in a supply point, so you must know the issue procedures followed.

As was mentioned earlier, items in a supply point are issued over-the-counter. This means that when a customer (maintenance man) comes in for an item, hopefully he will leave with it within a very short period of time.

When the customer tells you he needs an item, it is your responsibility to prepare a supply point issue request.

But first you would go to the correct location and pull the item. (You have to make sure that it is on hand before you issue it!)

503

How do you know where the item is located in your supply point? Every article placed in a supply point is assigned an item number, and it is stored according to this number.

Your next question probably is, "Where do I find the item number?" Remember, it is the first entry on the supply point authorization list.

NOTE: ORIGINAL PAGES 8-14 HAVE BEEN DELETED; HOWEVER ALL MATERIAL HAS BEEN INCLUDED.

So when a supply point customer requests an item, your first step is to check the authorization listing. This will tell you if the item is assigned to the supply point and, if so, where it is stored.

Review what you have learned about supply points by writing short responses to the following:

Q1. Where is a supply point normally located?

Q2. What type of items are stored in a supply point?

Q3. How can you tell which items are stored in a supply point?

Q4. How can you determine where an item is stored in a supply point?

Q5. All supply point items are stored according to their __________ number.

Once you have selected the item, you are ready to fill out the request. Study the format on the following page. We'll discuss the necessary entries.

505

ATTACHMENT A-18

ISSUE REQUEST (TRIC = MSI)

Issue requests (AF Form 2005) will be prepared in the following format for all issues from supply point, MSK, WRM, WRM/In-Use, WRSK, and unserviceable details.

Block	Title
A	Name of Requester, Time/Date

	Card Col	Nr Pos	La	Field Designation
—	1-3	3	TV	Transaction Identification Code
—	4-6	3	DD	Delivery Destination
	7	1	IX	Issue Exception Code
—	8-22	15	SN	Stock Number
—	23-24	2	UI	Unit of Issue
—	25-29	5	QA	Quantity
—	30-43	14	DN	Document Number
—	44	1	DM	Demand Code
	45-50	6	WB	Work Order Number or Blank
	51	1	TX	Transaction Exception Code
	52	1	CM	Materiel Condition Code
—	53	1	FA	Force Activity Designator
	54	1	SB	Replenishment ISU TEX Code
—	55-56	2	VS	System Designator
	57-59	3	PJ	Project Code
—	60-61	2	DP	Delivery Priority
	62-64	3	RS	RDD (Normally Blank on AF Form 2005)
	65-66	2	TJ	UJC
—	67-80	14	MF	Mark For

The transaction identification code (TRIC), as always, belongs in CC 1-3. For a supply point issue request, the TRIC is MSI.

The delivery destination code belongs in CC 4-6.

Card columns 8-22 contain the NSN. The unit of issue belongs in CC 23-24, and the quantity belongs on CC 25-29.

Now we come to the document number (CC 30-43). It is constructed as follows:

CC 30 -- Activity code, "S" for supply point
CC 31-33 -- Organization code
CC 34-35 -- Shop code
CC 36-39 -- Serial number assigned to the transaction
CC 40-43 -- Item number

The demand code belongs in CC 44. Remember, the supply point is stocked only with items that are used frequently, so the demand code is "R" for recurring.

The force activity designator in CC 53 indicates the mission of the organization. "S" is used for supply points.

The system designator, 01, belongs in CC 55-56.

CC 60-61 contain the priority.

The urgency justification code belongs in CC 65-66.

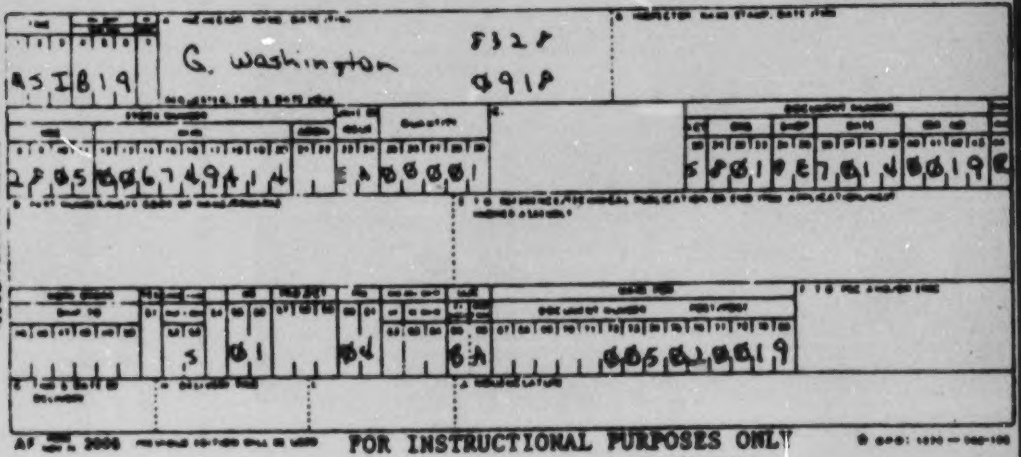
The mark for in CC 67-80 is constructed as follows:

- CC 67-71 -- Blank
- CC 72-80 -- Supply point detail document number:
  - CC 72-74 -- 005
  - CC 75-76 -- Supply point code
  - CC 77-80 -- Item number

You will also place the requestor's name and the time and date in block A of the AF Form 2005.

All you have to do in filling out a supply point issue request is follow this format and supply the necessary information. The figure on the next page shows a completed supply point issue request for NSN 2805006749414. It is being issued to G. Washington who is from organization 801, shop PE.

Look it over. Then review what you have learned by completing problem one in the workbook.



ISSUE/TURN IN REQUEST

95I 819

G. Washington

8328

0918

2805006749414

EA

00001

58019E70140019

5

01

04

6A

005010019

AF 2005

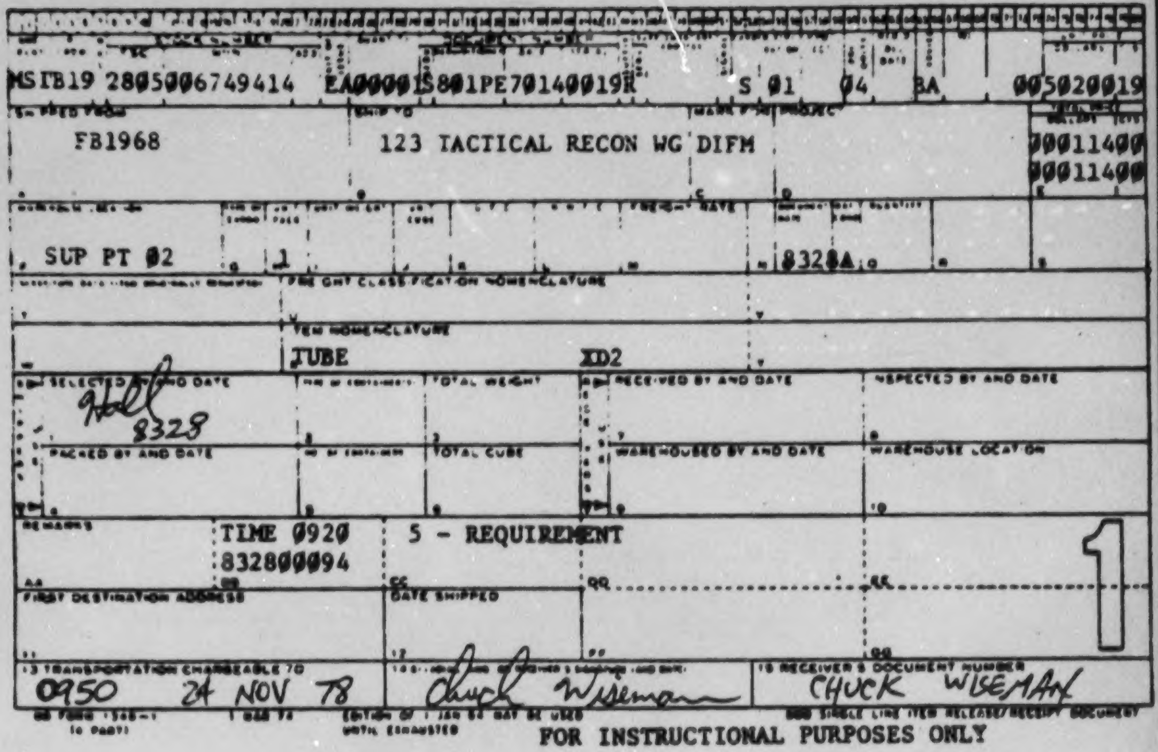
FOR INSTRUCTIONAL PURPOSES ONLY

Once the request has been completed, it is input to the computer on the remote device in the supply point. In response, the same remote outputs the supply point issue document. As you would expect, it is printed on DD Form 1348-1 in four copies.

A sample supply point issue document is shown on the next page.

UO2-04-04-02

-22-



MSIB19 2805006749414 EA00001S801PE70140019R S 01 04 BA 005020019

SHIPPED FROM: FB1968

SHIP TO: 123 TACTICAL RECON WG DIFM

MARK FOR

PROJECT

TOTAL PRICE: 0011400

0011400

0011400

SUP PT 02

1

FREIGHT RATE

8328A

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE: TUBE XD2

SELECTED BY AND DATE: Hall 8328

TOTAL WEIGHT

RECEIVED BY AND DATE

INSPECTED BY AND DATE

PACKED BY AND DATE

TOTAL CUBE

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS: TIME 0920 5 - REQUIREMENT

832800094

FIRST DESTINATION ADDRESS

DATE SHIPPED

1

13 TRANSPORTATION CHARGEABLE TO: 0950 24 NOV 78

Chuck Wiseman

15 RECEIVER'S DOCUMENT NUMBER: CHUCK WISEMAN

DD FORM 1348-1 (6 PART) 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

In the lesson on warehouse issue procedures, do you remember what the warehouseman was required to do after he had selected the item? He put his signature and the Julian date in block 1 of the issue document. Well, now, as the supply point clerk, you are performing the same task as the warehouseman. So, after selecting the item, you must also sign and date block 1 of the MSI document.

You can probably figure out what additional entries are required on the document. Just as was the case with a warehouse issue, blocks 13, 14 and 15 of the document must be completed. As you might expect, the entries are the same. The time and calendar date are entered in block 13; the customer's signature is entered in block 14; and the customer's name is printed in block 15.

All of these entries are shown on the document on page 22.

The final task involved with a supply point issue is distributing the issue document. As the clerk, this will be your responsibility, so you must know the proper distribution.

Luckily, it's the same as the distribution you learned for the warehouse issue document. Do you remember it?

Copy 1 -- Document Control

Copy 2 -- Customer's copy

Copies 3 and 4 -- Forwarded to the Reparable Processing Center (RPC)

513

Why do copies 3 and 4 automatically go to RPC? Because every item assigned to a supply point must be a repair cycle item, which means that it will be controlled by the computer after issue. Therefore, copies 3 and 4 must be filed in RPC, to be used later when the item is turned-in.

And that's all there is to the supply point issue process. As you can see, it is similar to the warehouse issue procedure in many ways. However, it is a much quicker process, with fewer Base Supply sections involved.

Review what you have learned by writing short responses to the following:

Q6. If the issue request is input on the supply point remote, where is the issue document output?

Q7. Which block of the issue document does the supply point clerk sign and date?

Q8. What is entered in block 14 of the MSI document?

Q9. What is entered in block 15 of the MSI document?

Q10. What happens to the four copies of the document?

Now complete problem two in the workbook. Then return to this text.

Another type of storage facility you should become familiar with is bench stocks. They are similar in purpose to the supply points. In other words, they are also established for the convenience of the maintenance activity.

Bench stocks are storage units (or similar drawer and shelf arrangements) located in the individual maintenance shops. They are stocked with those XB3 items that are used consistently in that working area. For example, an electric shop's bench stock would contain resistors, tubes, and solder, while a tire shop would probably have patches, valve cores, and valve stems. The obvious advantage of this is that required supplies are at hand instead of in the warehouse. So, as a maintenance worker needs these items, he just walks over to the bench stock and helps himself.

This is a very convenient arrangement, but you're probably wondering what happens when the bench stock runs out of items.

Keeping bench stocks full (or replenished) is the responsibility of the Bench Stock Support Unit, a part of the Materiel Support Section.

For every item that is assigned to a bench stock, a master bench stock card is prepared and filed by the Bench Stock Support Unit. This, for example, is the master bench stock card for a capacitor, NSN 5910001283850. The unit of issue is EA, and the quantity issued to the bench stock is 27.

These cards play a key role in replenishing bench stocks. Two types of replenishment are used: cycle, which is accomplished every 30 days; and special, accomplished as needed. Both follow the same procedures.

First, bench stock bins containing items that need replenishment are flagged in some manner to indicate this condition. Here, red metal tags are used.

The Bench Stock Support Unit is composed of Inventory Management Specialists. They note which items for organizational bench stocks have been flagged. One of the Inventory Management clerks selects the master bench stock card for each item needed. These cards are stacked together for input to the computer. Upon input the computer produces two products: a new master bench stock card (which is re-filed) and a bench stock issue card. The bench stock issue card (BSU) is similar to the master bench stock card, but notice that the TRIC is BSU and that CC 44-54 (in the upper right-hand corner) contains the warehouse location.

517

The Bench Stock Support Unit notes which items have been flagged and pulls the master bench stock card for each of these items. As each card is input to the computer, two products are output: a new master bench stock card (which is re-filed); and a bench stock issue card. This second card is similar to the master bench stock card, but notice that the TRIC is BSU and that CC 44-54 (in the upper right hand corner) contain the warehouse location. (Don't be confused by the printing on this card. It is punched in an 80 column format, but the interpreter

The BSU card is forwarded to the Storage and Issue Section of the warehouse. This is where Materiel Storage and Distribution personnel become involved.

As a Materiel Facilities Specialist in the Storage and Issue Section, you would respond to the BSU card in much the same way as you respond to a warehouse issue document. You go to the warehouse location indicated and pull the necessary quantity of the item. If you had received the sample card shown on page 30, you would go to location 19A003C014 and pull 31 of item 5930005033991. (Don't be confused by the printing on this card. It is punched in an 80 column format, but the interpreter prints it in a 60 (line one)/ 20 (line two) format.) Don't confuse the BSU card with the master bench stock card. Check with your instructor for clarification if necessary.

prints it in a 60 (line one)/ 20 (line two) format.)

The BSU card is forwarded to the Storage and Issue Section of the warehouse. This is where Materiel Storage and Distribution personnel become involved.

If you work in the Storage and Issue Section, you would respond to the BSU card in much the same way as you respond to a warehouse issue document. You go to the warehouse location indicated and pull the necessary quantity of the item. If you had received the sample card shown on page 30, you would go to location 19A003C014 and pull 31 of item 5930005033991.

Unfortunately, it's not quite that easy. Because bench stocks are replenished according to schedules, normally you will receive a great many BSU cards at one time. These should already be arranged in warehouse location sequence, but it's a good idea to check and make sure that they are. It can save you a lot of time and steps to select these items in order of location.

So now you take the stockpicker hand truck and go to the appropriate area of the warehouse. Why do you need the truck? Remember, you will probably be selecting many different items. And, because each issue is to replenish an entire bin, in many cases the quantities will be large.

As you reach each location, you pull the requested items, and, to avoid unnecessary confusion, place them in a paper sack. Then, to identify the sack, attach the BSU card to it.

And that's all you have to do. It is the responsibility of the Bench Stock Support Unit to pick up the items from Storage and Issue, take them to the using organizations, bin them, and assure distribution of the BSU card.

That completes bench stock issue procedures. Before going on to learn about the base service store, review what you have learned about bench stocks by writing short responses to the following:

Q11. Where are bench stocks normally located?

Q12. What is the TRIC on bench stock issue cards?

Q13. Who files master bench stock cards?

Q14. What type of items may be stored in a bench stock?

Q15. What is the main purpose of a bench stock?

The third and final type of special item issue you will learn about is the bulk issue procedure followed in the base service store.

Since the base service store is at least partially manned by Materiel Facilities Specialists, you should learn about its purpose and operation.

As was mentioned earlier in the lesson, the base service store is the storage facility for common use administrative and janitorial type items. This includes such things as pencils, pens, office supplies, brooms, brushes, and so on. So any time an organization on base needs this type of item, it must be obtained from the base service store. And you can probably see how the facility gets its name. Its arrangement is similar to that of a store, with the items displayed in a manner that allows the customers easy selection when they come in to "shop".

The service store is also the storage location for expendable tools. These are stored separately from other service store items, but otherwise are treated in much the same manner.

Three methods of issue are used by the base service store. The first, called "individual item", is very similar to the warehouse issue procedure you learned in lesson three. The second is post-post individual item, where the property is physically issued before the paperwork is processed. The third, and most common, method is called "bulk issue". With it, the customer comes into the store to "shop", and many different items are involved. This is the type of issue we will be concerned with in this lesson.

Not just anyone can walk into the store and "shop". Each organizational commander will submit a written request to the Chief of Supply for the number of customer authorization cards he feels his organization needs. So everyone who shops in the base service store must identify himself with one of these cards.

After the customer has selected the items he needs, he takes them to the sales counter for check-out. As the base service store clerk, you must then prepare a bulk issue request. This is done on AF Form 2005 in three copies.

Take a look at the format for this input. It is on the next page. We'll discuss the necessary entries.

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ATTACHMENT B-1

BULK ISSUE/TURN-IN CARD (NQO) TRIC: BES or BST

Card Col	Nr Pos	Le	Field Designation
1-3	3	TV	TRIC
4-7	4	99	Blank
8-9	2	FG	Federal Supply Group
10	1	98	Blank
11-15	5	FQ	Facility Number (CE Only)
16-19	4	FI	Blank
20-24	5	97	Blank
25-29	5	NR	Number of Line Items for this Input
30-43	14	DN	Document Number
44	1	96	Blank
45-50	6	WB	Work Order Number
51	1	TX	Transaction Exception Code
52-56	5	95	Blank
57-59	3	PY	Project Code
60-73	14	PN	Purchaser's Name/Serial Number and other Identification
74-80	7	XP	Extended Cost

The TRIC in CC 1-3 is BSS for base service store. (That's easy to remember, isn't it?)

The federal supply group should be placed in CC 8-9. Because more than one FSG will be involved, a general code is used. For issues involving normal service store items, this code is "99". For expendable tools, the code is "51".

As usual, CC 25-29 contain the quantity. But, as the format directs, you should enter the number of NSNs or line items involved, not the actual number of items. For example, if the customer has selected three pencils, four mop handles, seven brushes, and five tablets, the quantity would be four, because that is how many NSNs are involved.

Card columns 30-43 contain the document number, which is constructed as follows:

CC 30 -- Activity code "L"
CC 31 - 33 -- Organization code
CC 34 - 35 -- Shop code
CC 36 - 39 -- Julian date
CC 40 - 43 -- Serial number assigned to the transaction

The last name of the customer (or as much of it as fits) belongs in CC 60 - 73.

The extended cost (which is the total cost of all the items) should be placed in CC 74-80. For this entry you may have to do a little multiplication and addition.

That completes the issue request. Once it has been prepared, it serves as the issue document. The next step, then, is to obtain the customer's signature on the second copy, and distribute all three copies.

Copy 1 is forwarded to the remote operator for input to the computer. Why is this necessary when you already have an issue document? Because this allows the computer to charge the appropriate organization for the issue.

Copy 2, which was signed by the customer, is kept on file in the store for 5 days. The customer is allowed this period of time to verify that the transaction is processed through the computer correctly. If the transaction is not challenged within 5 workdays, this copy is destroyed.

Copy 3 is the customer's copy.

Review what you have learned about bulk issue procedures in the base service store by writing short responses to the following:

Q16. Who is authorized to shop in the base service store?

Q17. A bulk issue request is prepared on _________ in _________ copies.

Q18. Which copy of the BSS issue request/document does the customer sign?

Q19. What does the BSS request use instead of a specific NSN in CC 8 - 22?

Q20. What type of items are stored in the service store?

Q21. What happens to copy 1 of the BSS request/document?

Q22. If a base service store customer chose 2 items at $1.50 each; 5 items at $ .25 each; and 4 items at $1.00 each, what quantity would you enter on the request, and what would the extended cost be?
Now complete problem three in the workbook.

When the request is input, the computer charges the appropriate organization for the issue. But, because a general code is used instead of specific NSNs, there is no record of what specific items have been issued.

This makes it necessary to periodically adjust the item record balances for all base service store items.

This is accomplished once a month by a process called "Bulk Issue Reconciliation." Reconciliation is really noting more than a form of inventory. The purpose is to count the quantity that is actually on hand for each NSN and adjust the item records accordingly.

It is a fairly simple process. First, using a program parameter card, PCAM operations produce a punched bulk issue reconciliation (BIR) card for each stock number assigned to the service store. Notice that the quantity field on the BIR card is blank.

These cards are forwarded to the store. As the clerk, you would first place each card in its correct location. What is the correct location? Look at the last 10 card columns on the BIR card. They contain the location designator. The store's arrangement is the same as that which you would find in a warehouse stockroom, so the designator is constructed in the same way, also. For example, the BIR card on the previous page should be placed in bin row 14, level D, individual vertical bin 2.

The next step is to count the quantity in each location and enter this in CC 25-29 of the BIR card. All the cards are then returned to PCAM where the quantities are punched in. Finally, the BIR cards are input to the computer, and this adjusts the quantities on the item records.

Now you have a good idea about how the base service store functions, and how items are issued following bulk issue procedures. You also have learned how item record balances are updated for service store items. Review the last portion of the lesson by writing short responses to the following:

Q23. What is the purpose of bulk issue reconciliation?

Q24. How often is it conducted?

Q25. The product used to conduct bulk issue reconciliation is ___________ cards.

Q26. What tasks does the service store clerk perform in conducting the bulk issue reconciliation?

That completes the text portion of the lesson. Now return to the workbook and complete the remaining four problems. Check your work on them and on the embedded questions against the keys available at the instructor station.

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PROGRAMMED TEXT

002-04-06-01

Technical Training

Materiel Facilities Specialist

SHIPMENTS AND TRANSFERS

MARCH 1978

LOWRY TECHNICAL TRAINING CENTER
3440th Technical Training Group
Lowry Air Force Base, Colorado

Study Guides (SGs), Workbooks (WBs), Study Guide and Workbook (SW), Programmed Texts (PTs), and Handouts (HOs) are authorized by ATC for student use in ATC Courses. They are designed to guide you through your study assignments in the most logical sequence for easy understanding. Answer self-evaluation questions and complete each problem or work assignment in the sequence given, and it will aid you in understanding and retaining key points covered in material you have studied.

ATC FORM 214 (JAN 78) OBSOLETES ATC FORMS 214, MAY 69, 522, NOV 63 AND 523, MAY 71. STANDARD COVERSHEET

Supply Training Branch
Lowry Air Force Base, Colorado

PT G3ABR64531 000
March 1978

SHIPMENTS AND TRANSFERS

SCOPE

In this block you have already learned quite a bit about the tasks performed by Materiel Storage and Distribution personnel in processing property. Lessons 1 and 2 discussed how property is received; lessons 3 and 4 were concerned with how property is issued; and lesson 5 delt with procedures for turning property in. The final two procedures you will learn about in this course are covered in this lesson.

First we'll take a look at the different types of shipments made by Base Supply and the tasks you will perform in connection with them. Then we'll discuss how unneeded or unserviceable property may be transferred to the Defense Property Disposal Office, and your part in this process.

OBJECTIVES

1. Discuss procedures followed in processing property for shipment.
2. Complete a shipping document with the entries required of Materiel Facilities Specialists.
3. Describe procedures followed in processing property for transfer.
4. Complete a transfer document with the entries required of Materiel Facilities Specialists.

DIRECTIONS

To complete this lesson you will need this text, a worksheet, a sheet of scratch paper, and AIS Module Test Form #4. You will find embedded questions throughout the text. Write short responses to them on the sheet of scratch paper. You may check your work against the key, which is available at the instructor station.

Supersedes PT 002-03-07-01 dated 16 January 76.

Before we get involved with how to process shipments, you need to know what shipments are. In very general terms, shipments are transactions where property is sent off base. In a standard base supply system, shipments are divided into two categories: directed and non-directed.

Directed shipment: shipping material off base because base supply has been directed to do so by disposition instructions from an ALC depot, GSA or DLA, orders from AFLC inventory managers, major command equipment managers, and so on. In other words, Base Supply is directed to ship property by an authority higher than base level.

Non-directed shipment: shipments made by bases as the result of local management decisions, without being told to ship the material by a higher authority. There are two types of non-directed shipments.

1. Special shipments: also called "lateral support" - an authorized base-to-base shipment so one base can support another. ("Lateral" means a sideways movement at the same level of authority.) Let's look at an example of this. If Peterson Field in Colorado Springs needed a part for a weapons system immediately, they would call the closest base that had the part (in this case, Lowry) rather than requisitioning it from the source of supply. This would save time. The decision to ship or not ship the item to Peterson Field would be made locally (at Lowry). A higher authority would not be involved. All bases support each other as much as possible without being told to do so; they use non-directed, special shipments.

2. Automatic shipments: authorized, automatic return of Air Force managed unserviceable (reparable) material to a designated repair facility. In the last lesson you learned about turning in XD and XF due-in-from-maintenance (DIFM) items. When DIFM items are turned in in an unserviceable condition, those with an ERRC designator starting with XD are automatically shipped to an authorized repair facility. Why? Remember, the "D" indicates that the item has a depot level of repair and/or condemnation. So the computer will automatically send the item off-base for repair. No prior approval is required. XF items, on the other hand, are authorized repair and/or condemnation at the field or base level; consequently they normally would not be shipped off-base.

Let's briefly review the names of the different types of shipments:

Directed Shipment (directed by a higher authority)	**Non-Directed Shipment** (local management decision) 1. Special/lateral support 2. Automatic (unserviceable XD item)

Now that you know what shipments are, let's discuss how you will process them. We'll look at directed shipments first.

When a shipment is directed by a higher-than-base-level authority, Base Supply will receive disposition instructions (or directions) in some type of input format. These, naturally, will be input to the computer. Several outputs will result, but the one that is most important to you is the DD 1348-1 shipping document. (You have used this form in past lessons to receive property from a source of supply, issue property to a customer, and turn in property. You'll use the DD 1348-1 in this lesson to ship and transfer property.)

Shipping documents are output in two books (or sets), each containing four copies. Normally, these sets are output in two different areas. One book is output on the main line printer in the ADPM Section. Block F will contain the phrase "TRANS COPY," so this set is forwarded to the Shipment Planning Section in the Transportation Division. They must plan and prepare for shipping the material when Base Supply sends the material to them.

The second book of DD 1348-1 will be output on the remote keyboard printer in the warehouse if the property has a warehouse location. If, on the other hand, the property has not been assigned a warehouse location, the second set of DD 1348-1 will be output on the main line printer and sent to the Distribution Unit, which will, in turn, forward the document to the Receiving or Storage and Issue Section.

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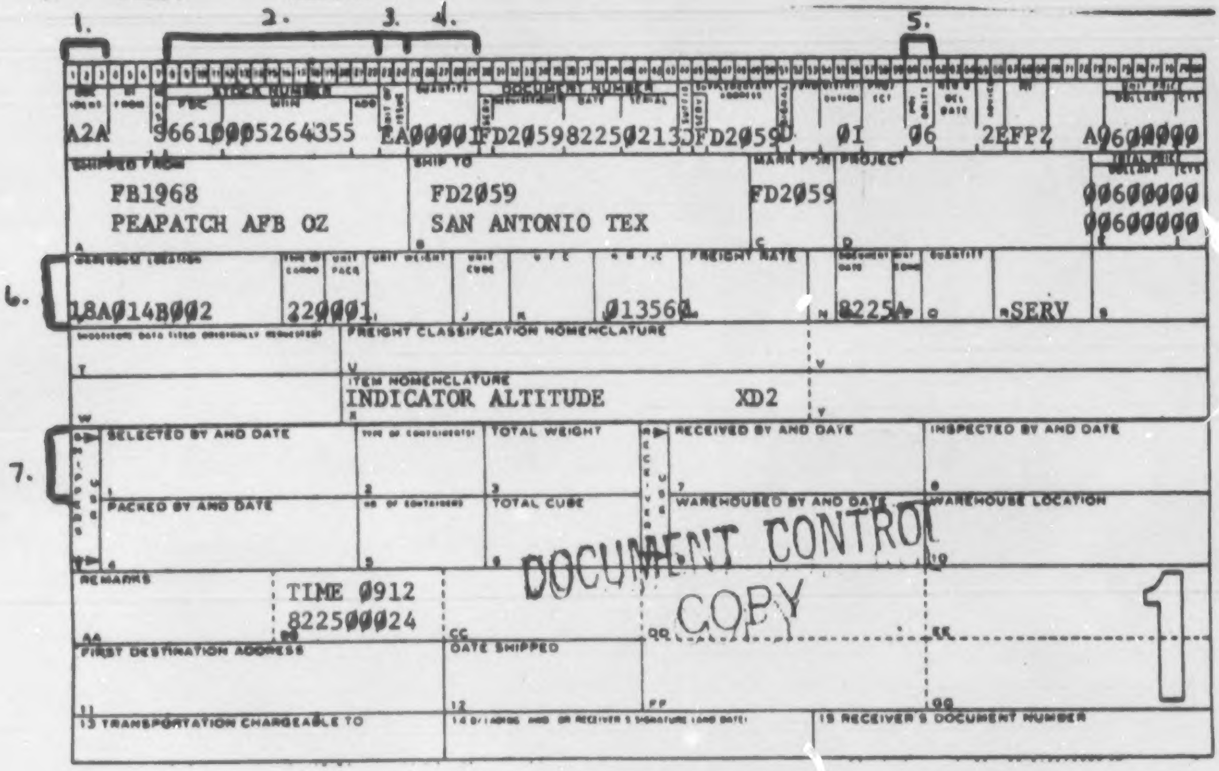
On some bases, the two sets of shipping documents are not split. In other words, they are both output on the appropriate receiving or warehouse remote. This is a local management decision. We'll assume, in our discussion, that the output of the shipping document is split, one set being output in the appropriate warehouse, the other in ADPM.

Let's see what this document we've been talking about looks like. Study the figure below. It is the first copy of the warehouse set of the DD 1348-1. Notice that it has been stamped "DOCUMENT CONTROL COPY." This is done as soon as the document is output. The entries that are especially important to the warehouseman have been marked and are explained.



A2A S6610005264355 EA00001FD20598225021 3JFD2059D 01 06 2EFP2 A9600000

SHIPPED FROM
FB1968
PEAPATCH AFB OZ

SHIP TO
FD2059
SAN ANTONIO TEX

MARK FOR
FD2059

PROJECT

TOTAL PRICE
0060000
0060000

18A014B002 220001 013560 8225A SERV

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE
INDICATOR ALTITUDE XD2

SELECTED BY AND DATE
TOTAL WEIGHT
RECEIVED BY AND DATE
INSPECTED BY AND DATE
PACKED BY AND DATE
TOTAL CUBE
WAREHOUSED BY AND DATE
WAREHOUSE LOCATION

REMARKS
TIME 0912
822500024

DOCUMENT CONTROL COPY

1

FIRST DESTINATION ADDRESS
DATE SHIPPED
13 TRANSPORTATION CHARGEABLE TO
15 RECEIVER'S DOCUMENT NUMBER

1. Columns 1-3/A2A	Document Identifier Code/DIC for a domestic shipment. A2As are output for shipments directed by a depot.
2. CC 8-22/6610005264355	The national stock number of the item you are to select from storage.

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3. CC 23-24/EA	The unit of issue. "EA," of course, means each.
4. CC 25-29/00001	This is the quantity to be shipped, so it is the quantity you will select from storage.
5. CC 60-61/06	Priority or importance of the shipment. As you would expect, high priorities should be processed first. Remember, the lower the number, the higher the priority.
6. Block F/18A014B002	This is the storage location assigned to the item to be shipped. You will go to warehouse 18, stockroom A, bin row 14, level B, individual vertical bin 2 to select the item.

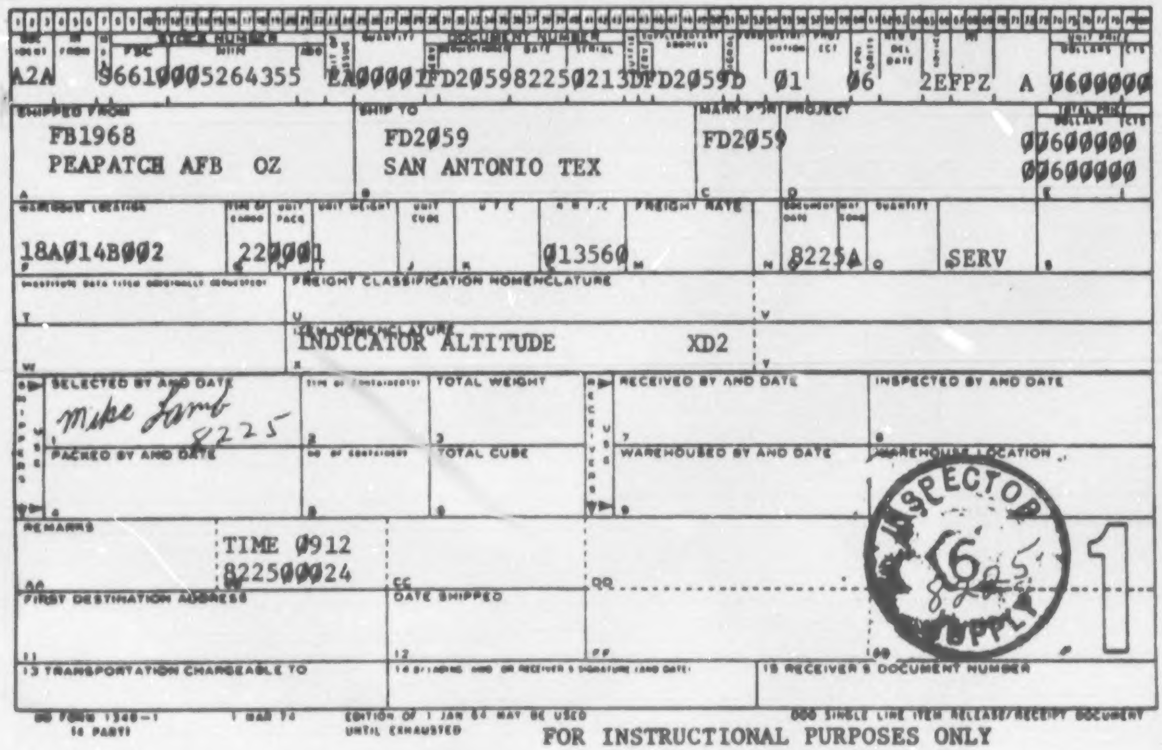
Once you have examined the shipping document and looked at those areas which are important to you, the next step is to go to the location indicated and actually select the property. Remember that whenever you select property from a location you must double check to make sure that the NSN on the property tag matches the one on the bin label and the one on the document. You also should keep in mind the principle of rotating the stock, and select the item with the oldest manufacture date.

Once you have located and selected the property for shipment, you must sign and date block 1 of the DD 1348-1 to show that you were the warehouseman who pulled the property from storage. Block 1 is identified as item number 7 on the shipping document on page 4 of this text. Incidentally, the date you use will always be the Julian date.

In summary, then, as the warehouseman, you have three duties to perform in shipping property: (1) locate the property indicated on the output document, (2) select it from storage, and (3) sign and date block 1 of the shipping document.

The material selected by the warehouseman, and all four copies of the DD 1348-1 will now be forwarded to the Inspection Section. The inspector must verify the condition of the materiel and the accuracy of the information on the documentation. For instance, if the materiel condition code on the document is "A," which means serviceable, the inspector verifies that the item is not visibly broken, missing parts, etc. He insures that all the necessary information has been entered on the document, and that it matches the information on the property tag.

When the inspector has verified the condition and documentation of the shipment, he enters his signature or stamp and the date in block EE of copies 1 and 2 of the DD 1348-1. Inspectors are usually issued an inspection stamp with an assigned number on it which represents their signature. An example is shown on the document below. Notice that the Julian date is written within the circle of the stamp. The stamp is, of course, too large to fit into block EE, but should cover block EE from top to bottom. You can also see the warehouseman's entry in block 1 of this document.



A2A S661005264355 EA00001FD20598225021 3DFD2059D 01 06 2EFPZ A 0600000

SHIPPED FROM: FB1968
PEAPATCH AFB OZ

SHIP TO: FD2059
SAN ANTONIO TEX

MARK FOR: FD2059

PROJECT:

TOTAL PRICE: 0060000
0060000

WAREHOUSE LOCATION: 18A014B002

220001

013560

FREIGHT RATE:

8225A

SERV

FREIGHT CLASSIFICATION NOMENCLATURE:

ITEM NOMENCLATURE: INDICATOR ALTITUDE XD2

1 SELECTED BY AND DATE: Mike Lamb 8225

3 TOTAL WEIGHT:

7 RECEIVED BY AND DATE:

8 INSPECTED BY AND DATE:

4 PACKED BY AND DATE:

6 TOTAL CUBE:

9 WAREHOUSED BY AND DATE:

10 WAREHOUSE LOCATION:

REMARKS: TIME 0912
822500024

11 FIRST DESTINATION ADDRESS:

12 DATE SHIPPED:

INSPECTOR 6 SUPPLY 8225

1

13 TRANSPORTATION CHARGEABLE TO:

15 RECEIVER'S DOCUMENT NUMBER:

DD FORM 1348-1 (6 PARTS) 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

The inspector's final task is to move the property to an appropriate delivery point. As you might expect, time frames are established for processing shipments just as they are for issues. The amount of time allowed from selection of the property in the warehouse to actual shipment depends on the priority assigned to the shipment. It is only logical, then, that Pickup and Delivery personnel will not leave property sitting around gathering dust in the delivery area. They will pickup the property and all four copies of the shipping document and deliver them to the Packing and Crating Section in the Transportation Division. Packing and Crating personnel will sign and date block 4 of the DD 1348-1 to receipt for the property, and give copy 1 of the document to the Pickup and Delivery driver. He, in turn, will forward the signed copy 1 to Document Control.

Packing and Crating will attach copies 2,3, and 4 of the original book of DD 1348-1s to the second book stamped "TRANS COPY," which it received initially. These seven copies are used to process the shipment off-base.

Review what you have learned about directed shipments by writing short responses to the following:

Q1. What form is used to ship property?

Q2. How many sets of a shipping document are output and where are they normally output?

Q3. What is stamped on copy 1 of the shipping document?

Q4. What actions does the warehouseman take with shipping documents?

Q5. What actions will the inspector take with shipping documents?

Q6. Shipments are taken from Base Supply to ________________ by ________________.

Q7. Where is the first copy of the signed and stamped shipping document forwarded?

Now you know how directed shipments are processed in the Materiel Storage and Distribution Branch. The procedures are fairly similar for processing non-directed shipments. To refresh your memory about the types of shipments, review the following chart:

DIRECTED SHIPMENTS	NON-DIRECTED SHIPMENTS
(directed by higher headquarters)	(local management decision)
	1. Special/lateral support
	2. Automatic

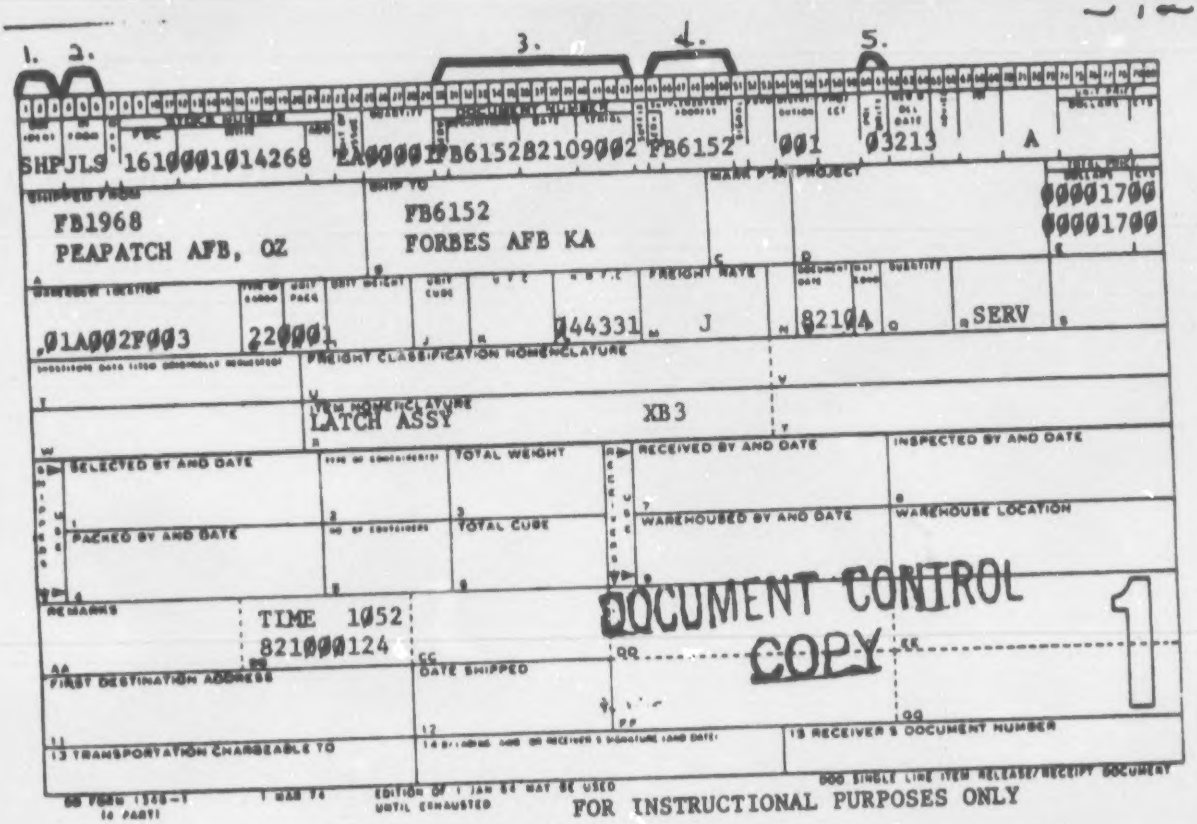
We will discuss each type of non-directed shipment separately, beginning with special shipments.

Remember special shipments are authorized base-to-base lateral support shipments. It usually occurs when one AF base simply telephones another base nearby to request that a needed item be shipped to them. Local management personnel will decide if the requested item can be spared for lateral support. If it can, an input must be prepared to obtain the necessary shipping documents.

The input is prepared by Inventory Management personnel in Base Supply, but the output will be your responsibility in the warehouse. As you would expect, the output is a DD 1348-1. For special/lateral support shipments, the document is similar to the one for directed shipments. One book is marked "TRANS COPY" (it is produced on the main line printer in most cases), and a second book is output on the remote device in the appropriate warehouse.

Take a few minutes to study the document on the following page and the accompanying explanations. You'll notice that some of the entries are slightly different from those on a directed shipment document.

-1-



1. 2. 3. 4. 5.

SHPJLS 1610001014268 EA00001FB615282109002 FB6152 001 03213 A

SHIPPED FROM
FB1968
PEAPATCH AFB, OZ

SHIP TO
FB6152
FORBES AFB KA

MARK FOR
PROJECT

TOTAL PRICE
00001700
00001700

01A002F003 220001 044331 J 8210A SERV

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE
LATCH ASSY XB3

SELECTED BY AND DATE
TOTAL WEIGHT
RECEIVED BY AND DATE
INSPECTED BY AND DATE
PACKED BY AND DATE
TOTAL CUBE
WAREHOUSED BY AND DATE
WAREHOUSE LOCATION

REMARKS
TIME 1052
821000124

DOCUMENT CONTROL
COPY

1

FIRST DESTINATION ADDRESS
DATE SHIPPED
13 TRANSPORTATION CHARGEABLE TO
15 RECEIVER'S DOCUMENT NUMBER

DD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT
DD FORM 1348-1 (6 PART) 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED

FOR INSTRUCTIONAL PURPOSES ONLY

1. SHP	Document identifier code/DIC for non-directed special/lateral support shipment.
2. JLS	Routing identifier JLS must be entered for special/lateral support shipments.
3. FB615282109002	The document number for lateral support shipments is usually provided by the base requesting the property which, in this case, is FB 6152, Forbes AFB. This document number will be entered on Forbes' due-in detail record to control and process the property when it arrives in its Receiving Section.
4. FB6152	Supplementary address - the stock record account number/SRAN of the base to which the property will be shipped.
5. 03	The priority of the shipment.

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When the SHP JLS document is output on the warehouse remote device, it is processed the same as a directed shipment. "DOCUMENT CONTROL COPY" is stamped on the first copy and the book/set of 4 copies is given to a warehouseman. The warehouseman goes to the location printed in block F of the DD 1348-1, selects the property and signs and dates block 1.

The property and documentation is sent to the inspector who verifies the condition of the property and accuracy of the shipping document. He then signs/stamps and dates block EE of copies 1 and 2 of the DD 1348-1. The inspector's final job is to move the property and documentation to the correct delivery point.

Pickup and Delivery will pick up the property and deliver it to Packing and Crating in the Transportation Division. Packing and Crating will receipt for the property by signing and dating block 4 of the DD 1348-1 shipping document. Pickup and Delivery will forward copy 1 of the document to Document Control. The remaining copies will be used to process the property off-base.

At this point we have learned how to process directed shipments and one type of non-directed shipments. Only one type of non-directed shipment is left to learn -- automatic shipment. An automatic shipment is defined as the authorized, automatic return of AF-managed unserviceable (reparable) material to a designated repair facility. In short, the item is broken (unserviceable) but can be repaired (reparable) by some facility other than the base.

A repair facility can be a depot, or the original manufacturer who made the item, or a facility that specializes in uncommon techniques or equipment. Items with an ERRC designator beginning with XD are subject to automatic shipments. Why? Because, as the "D" in the second position tells you, the item must be repaired and/or condemned at the depot level. Automatic shipments may include items such as aircraft tires that need to be recapped, generators that need to be rewired/rewound, or sealed aircraft indicators that need repair.

Now that you know why items are shipped automatically for repair, let's find out how they are shipped. Internal records are loaded with the appropriate shipping address of each XD repair cycle item authorized depot-level repair.

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When certain XD repair cycle items are turned in in an unserviceable condition, codes in the computer will automatically provide the output of documents for a shipment. (That's why it is called an automatic shipment.) For example, in the Turn-In lesson you learned to process due-in from maintenance turn-ins. If the code on the AFTO 350, Reparable Item Processing Tag, indicated that the item was unserviceable, this was reflected on the AF Form 2005 TIN. When the TIN is input and the unserviceable condition is recorded in the computer, documents for an automatic shipment are output.

Automatic shipping documents, also on DD 1348-1, are output on the same remote device on which the TIN was input. Let's assume that it is the Receiving Section's remote since some DIFM TINs are delivered there from the Repair Cycle Support Unit. Additionally, the TRANS COPY normally output on the main line printer is also output on the same remote. Both books of the shipping document are thus output in the Receiving Section. They are coupled and used as one.

From this point, processing of the documents and property is the same as for the other shipments we have discussed. Copy 1 of the original set is stamped "DOCUMENT CONTROL COPY." The Receiving clerk selects the property from the receiving holding area, signs and dates block 1 of the original set, and forwards the documents and property to the inspector. The inspector verifies the condition and documentation of the shipment, stamps/signs and dates block EE on copies 1 and 2, and forwards both the property and documentation to the proper delivery point. Pickup and Delivery delivers the shipment to Packing and Crating. They receipt for it by signing block 4 on copy 1 of the original set. Then Pickup and Delivery forwards the stamped, signed and dated copy to Document Control.

The figure on the next page shows a sample of an automatic shipment document. Notice block F. Since automatic shipments are XD DIFM items turned in unserviceable, they will be in a tote box in the Receiving Section instead of a warehouse location. Incidentally, this unserviceable condition is reflected by the condition code "F" in CC 71 on the first line of print.

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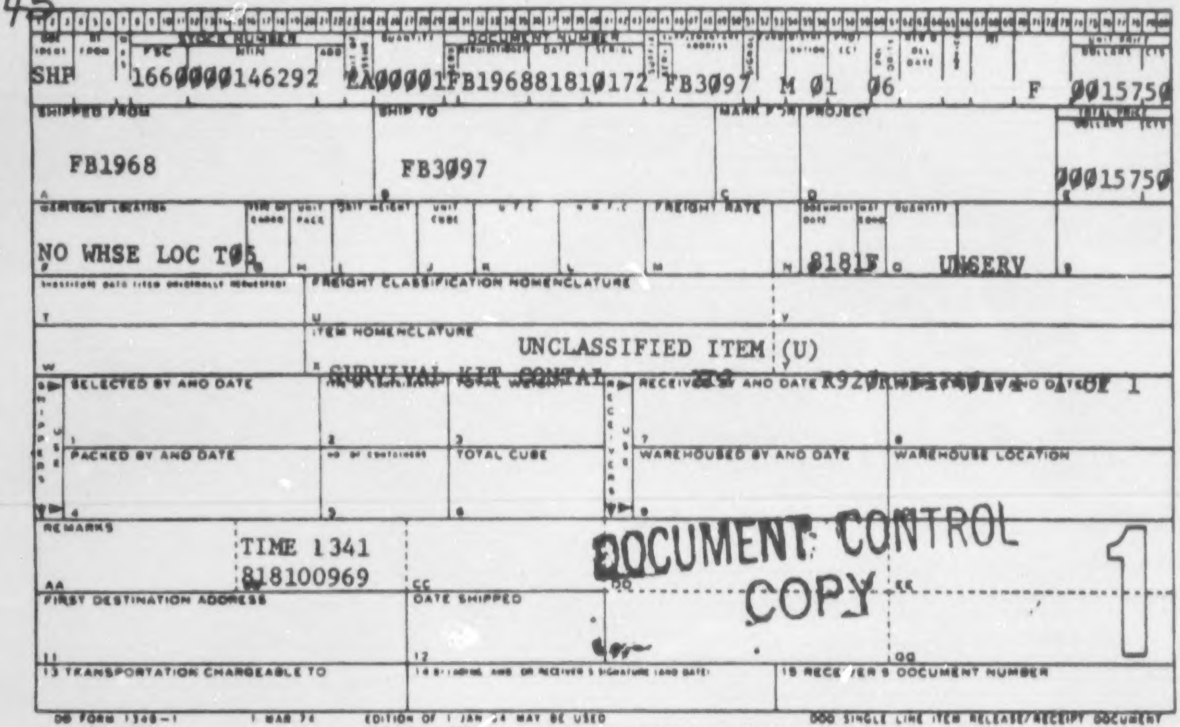


SHP 16600000146292 EA00001FB196881810172 FB3097 M 01 06 F 0015750

SHIPPED FROM: FB1968

SHIP TO: FB3097

MARK FOR

PROJECT

TOTAL PRICE: 0015750

NO WHSE LOC T05

FREIGHT RATE

8181F UNSERV

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE: UNCLASSIFIED ITEM (U)

SURVIVAL KIT CONTAI [illegible] R920 [illegible] 1 OF 1

SELECTED BY AND DATE

TOTAL WEIGHT

RECEIVED BY AND DATE

PACKED BY AND DATE

TOTAL CUBE

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS: TIME 1341 818100969

DOCUMENT CONTROL COPY

1

FIRST DESTINATION ADDRESS

DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1 (4 PARTS) 1 MAR 74 EDITION OF 1 JAN 74 MAY BE USED UNTIL EXHAUSTED DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

Now review what you have learned about non-directed shipments by writing short responses to the following:

Q8. What are the types of non-directed shipments.

Q9. What is the process called when one base ships a requested item to another base?

Q10. A local management decision will result in a _________ shipment.

Q11. What routing identifier must always be entered on a special/lateral support shipment?

Q12. What is the process of sending property to an authorized repair facility called?

Q13. If documents for an automatic shipment are output in the Receiving Section, who selects the property?

Q14. What actions must the inspector take with non-directed shipments?

Q15. Where does Pickup and Delivery take non-directed shipments?

Now complete problem one in the workbook.

Up to this point, we have talked in detail only of shipments. Now it is time to turn our attention to transfers.

As far as we are concerned here, a transfer refers to the process of sending property to the Defense Property Disposal Office/DPDO. This office has the responsibility of processing AF property out of the AF inventory.

Almost everyone would think, "If we're going to get rid of it, it must not be any good." Wrong. Many items are sent to DPDO that are still serviceable. For instance, if an aircraft or a blood purifying machine is modified or phased out of the AF inventory, there is no reason for Base Supply to continue storing it. This costs money. On the other hand, you don't just throw it away, either. That would be a huge waste of money. DPDO's job is to insure that items such as this are not wasted.

They may accomplish their task in several ways. Other military activities and civilian federal government agencies are allowed first choice on obtaining certain types of items. DPDO is authorized to sell some items on the open market (military clothing, office machines, electronic circuitry boards, metal scrap and waste materials). DPDO will salvage other items to recover precious metals in the items, like gold, silver, or platinum. And some items may be donated to authorized activities such as veteran organizations, museums, public airports, service educational activities, public libraries, etc.

Transfers from Base Supply to DPDO are divided into the same two categories as shipments - directed and non-directed. Directed transfers are those resulting from reports of excess, directed condemnations, special instructions from higher headquarters, AF technical orders, etc. In short, Base Supply is directed, or told, to transfer the property to DPDO. Non-directed transfers, like non-directed shipments, are the result of local management decisions. Regardless of the type, remember that shipments may be to any one of many places, but transfers are to one place and one place only - DPDO.

There are almost as many rules, procedures, and exceptions to transferring property as there are different kinds of property. Fortunately for you, applying most of these rules is for someone else to worry about. Whoever is responsible must prepare either an input to obtain the necessary transfer documents, or prepare the actual transfer document. What determines what action is necessary? Usually the ERRC designator. Transfers can be broadly grouped according to their ERRC designator. Certain ERRCs require an input; others do not. Why? In order to follow the "why," we need to first define a data code - TRM.

The input prepared to obtain transfer documents has a TRIC of TRM. (Pronounce this like the word "trim" because that's what we're actually going to do - trim our inventory or assets.) One other code we'll use that you already know is turn-in/TIN. Now that you know the necessary terms and codes, let's see who in the Materiel Storage and Distribution Branch performs the actions to transfer, and why.

Different people/sections in Base Supply prepare transfers for different ERRC designators. For example, the supply inspector is responsible for XF items turned in unserviceable. Remember, the "F" in the ERRC designator means "repair at base level." If the item is turned in unserviceable, that means it couldn't be repaired. The supply inspector will condemn it and prepare a TRM input so that it can be processed out of Base Supply's inventory.

The supply inspector is responsible for one other type of transfer. He is authorized to downgrade low dollar value property to scrap and transfer it in lots to DPDO. For example, a bin of accumulated nuts and bolts would be downgraded to scrap and transferred to DPDO by the pound because sorting and identifying each type would be too costly. The inspector would, again, prepare a TRM input.

Because you will probably be working with TRM inputs in the future, you should be somewhat familiar with them. Take a few minutes to look over the sample and the explanations of the entries on the following page.

GENERAL PURPOSE CREATION ☐ KEYPUNCH ☐ REMOTE TO

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
T	R	M	T	0	5		6	6	1	5	0	0	7	8	0	4	6	9	1

REMARKS

21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
		E	A	0	0	0	0	1											
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
			F											0	1				
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
	G			S	U	P		I	N	S	P	E	C	T	O	R		0	6

1. CC 1-3/TRIC	Always TRM for transfer to DPDO.
2. CC 4-6/Tote box number	Where item is temporarily held pending receipt of transfer documents.
3. CC 8-22/NSN	National stock number of item to be transferred.
4. CC 23-24/UI	Unit of issue.
5. CC 25-29/Quantity	
6. CC 30-43/Document number	Assigned by the computer.
7. CC 44/MCC	Materiel condition code; shows whether the item is serviceable or unserviceable. "F" means unserviceable condition.
8. CC 55-56/System designator	01 is used for school purposes.
9. CC 62/ Disposal authority code	AFM 67-1 contains a list of codes which may be used here to describe the situation. The "G" in our example means "Item subject to directed condemnation."
10. CC 65-80/Disposal authority phrase	Identifies the supply inspector who condemned the item.

After the AF 1991 TRM has been prepared, it can be input in one of two ways: either keypunched into a TRM card and input through the main card reader, or typed on the remote device. Different sets of circumstances determine which method is used. In either case, output will be two sets/books of DD 1348-1 transfer document, output on the input device in some cases, on the main printer in other cases, but most commonly on a warehouse remote device. The two sets of DD 1348-1 transfer documents will be coupled and used as one to process the transfer. They are referred to as copies 1 thru 4 (the first set) and copies 5 thru 8 (the second set).

Here's where you, as the warehouseman, come into the act. Regardless of whether the transfer is directed or non-directed, your actions will be the same. You will locate and select the property, sign and date block 1 of the document, and forward the property and documentation to the inspector. The inspector verifies the identity, status, and condition of the material and the accuracy of the document, and signs/stamps and dates block V on copies 1 thru 5 of the DD 1348-1. Notice this difference! For shipments the inspector stamped block EE; for transfers he makes his entry in block V.

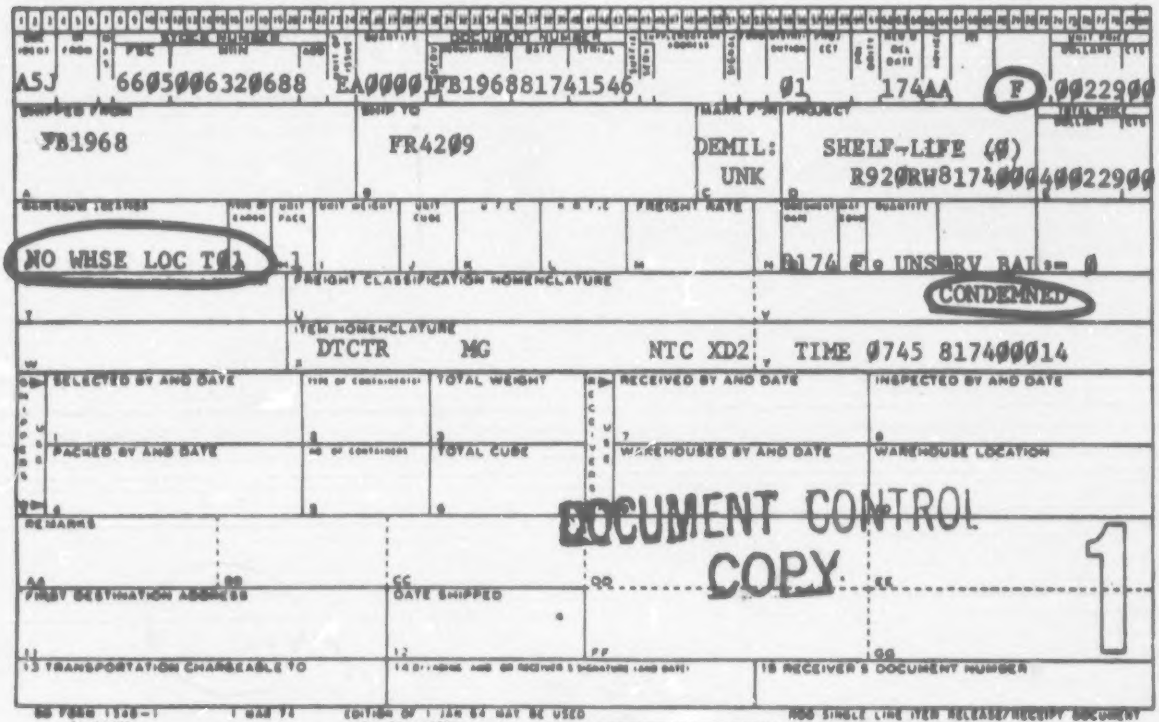
When the inspector has stamped and dated the transfer document, he forwards the property and documentation to the delivery point. Government vehicles will be used to transfer property if the DPDO is within a 75 mile radius of an AF installation. A Pickup and Delivery driver will take the material, the first set(copies 1-4) and copy 5 (the first copy of the second set) of the DD 1348-1 transfer document to DPDO. The distribution of the remaining three copies is determined locally.

When the property is delivered, DPDO will sign copy 5 in block 8 to verify delivery and give it back to the driver. When the driver returns to base, he will forward this copy to Document Control where it will be filed as a temporary receipt. In the meantime, one of the first four copies of the document will be stamped "RECEIPT COPY" by DPDO and returned to the base by mail or courier at the end of the business day, after the material has been processed. This copy will also be forwarded to Document Control, where it will replace the temporary copy.

Arranging the eight copies of the DD 1348-1 transfer document in a list is an easy way to remember them:

COPY	ACTION TAKEN
Copies 1 - 4	Goes with property to DPDO. One of these 4 is stamped "RECEIPT COPY" and returned to base Document Control.
Copy 5	Signed by DPDO for delivery of the material and used as a temporary receipt.
Remaining copies	Used as determined locally.

Speaking of these documents, let's take a quick look at a sample. Study the figure below and the explanations of the entries on the following page.



A5J 66050006320688 EA0000 1FB19688174 1546 01 174AA F 0022900

FB1968

SHIP TO
FR4209

DEMIL:
UNK

PROJECT
SHELF-LIFE (0)
R920RW817400040022900

FREIGHT RATE

NO WHSE LOC T01 1

8174 F UNSERV BAL = 0

FREIGHT CLASSIFICATION NOMENCLATURE

CONDEMNED

ITEM NOMENCLATURE
DTCTR MG NTC XD2 TIME 0745 81740014

SELECTED BY AND DATE

TOTAL WEIGHT

RECEIVED BY AND DATE

INSPECTED BY AND DATE

PACKED BY AND DATE

TOTAL CUBE

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS

DOCUMENT CONTROL
COPY

1

FIRST DESTINATION ADDRESS

DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

FOR INSTRUCTIONAL PURPOSES ONLY

You can see that a transfer document is very similar to a shipping document. You should notice, however, the entries that have been circled. They tell you that the item is unserviceable (the "F" in CC 71); that it has been condemned; and that it is temporarily being stored in T01.

That's all there is to the transfer process. Review what you have learned by writing short responses to the following:

Q16. When items are transferred, where do they go?

Q17. What are the two types of transfers?

Q18. What form is used to transfer property?

Q19. What actions does the warehouseman take in the transfer process?

Q20. What actions does the inspector take after a transfer document has been output?

Q21. To force a non-directed transfer, what is input?

Q22. The ____________ section delivers transfers to DPDO within a _____________ radius.

Q23. How does DPDO acknowledge receipt of transferred property?

Now complete problem two in the workbook.

SUMMARY

The first part of this lesson discussed shipment procedures. Shipments are divided into directed shipments (those directed by a higher than base level authority) and non-directed shipments (results of local management decisions). Non-directed shipments are either (1) special/lateral support to support another AF installation, or (2) automatic shipments of reparable DIFM material to a repair facility.

Shipping documents consist of two sets of DD 1348-1s, the second set stamped TRANS COPY. The warehouseman selects the property and signs and dates block 1 of the DD 1348-1. The inspector signs/stamps and dates block EE. Transportation Division signs for the property in block 4. Copy 1 then goes to Document Control.

"Transfer" always means the transfer of serviceable or unserviceable property to the Defense Property Disposal Office for processing out of the AF inventory. Transfers are divided into directed (directed by higher headquarters) and non-directed (result of local management decisions).

Transfer documents may be obtained by preparing a TRM input. The inspector prepares TRM imputs for condemned DIFM items and items downgraded to scrap.

Transfer documents consist of two sets of DD 1348-1, output together. Warehouseman and inspector actions and entries on the documents are the same as for shipping documents except the inspector will stamp block V. DPDO will return the "RECEIPT COPY" to Document Control.

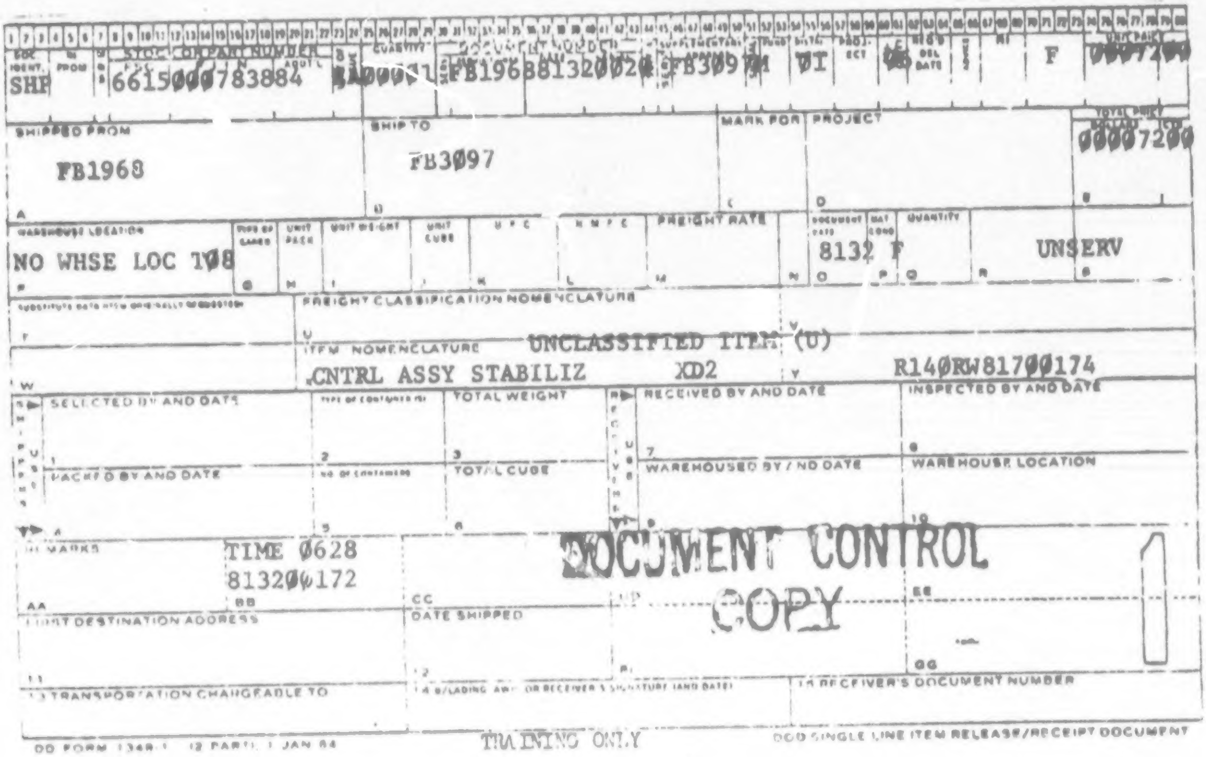
That completes the lesson on shipments and transfers. You should have completed two workbook problems. Check your work on them, and on the answers you have written for the embedded questions against the keys at the instructor station. When you feel confident about the objectives of the lesson, ask your instructor for the lesson appraisal.

SHIPMENTS AND TRANSFERS

Problem One:

Look at the SHP document below. The DIFM item (XD2) listed was turned in unserviceable. It must be shipped to a repair facility. Assume the SHP document has just been output on the Receiving Section's remote device. Using the information given below, make all the entries required on the DD 1348-1. The date is 8132.

Receiving clerk: A.S. Davis
Inspector: B. Lucero, Inspector Stamp #5
Packing and Crating Representative: Angela Garcia



SHP 6615000783884 EA00001 FB19688132002 FB3097 01 F 00007200

SHIPPED FROM: FB1968
SHIP TO: FB3097
TOTAL PRICE: 00007200

WAREHOUSE LOCATION: NO WHSE LOC T08
DOCUMENT DATE: 8132 F
UNSERV

FREIGHT CLASSIFICATION NOMENCLATURE: UNCLASSIFIED ITEM (U)
ITEM NOMENCLATURE: CNTRL ASSY STABILIZ XD2 R140RW81700174

SELECTED BY AND DATE
TOTAL WEIGHT
RECEIVED BY AND DATE
INSPECTED BY AND DATE
PACKED BY AND DATE
TOTAL CUBE
WAREHOUSED BY AND DATE
WAREHOUSE LOCATION

MARKS: TIME 0628
8132000172

DOCUMENT CONTROL
COPY

1

FIRST DESTINATION ADDRESS
DATE SHIPPED
TRANSPORTATION CHARGEABLE TO
RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1 TRAINING ONLY DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

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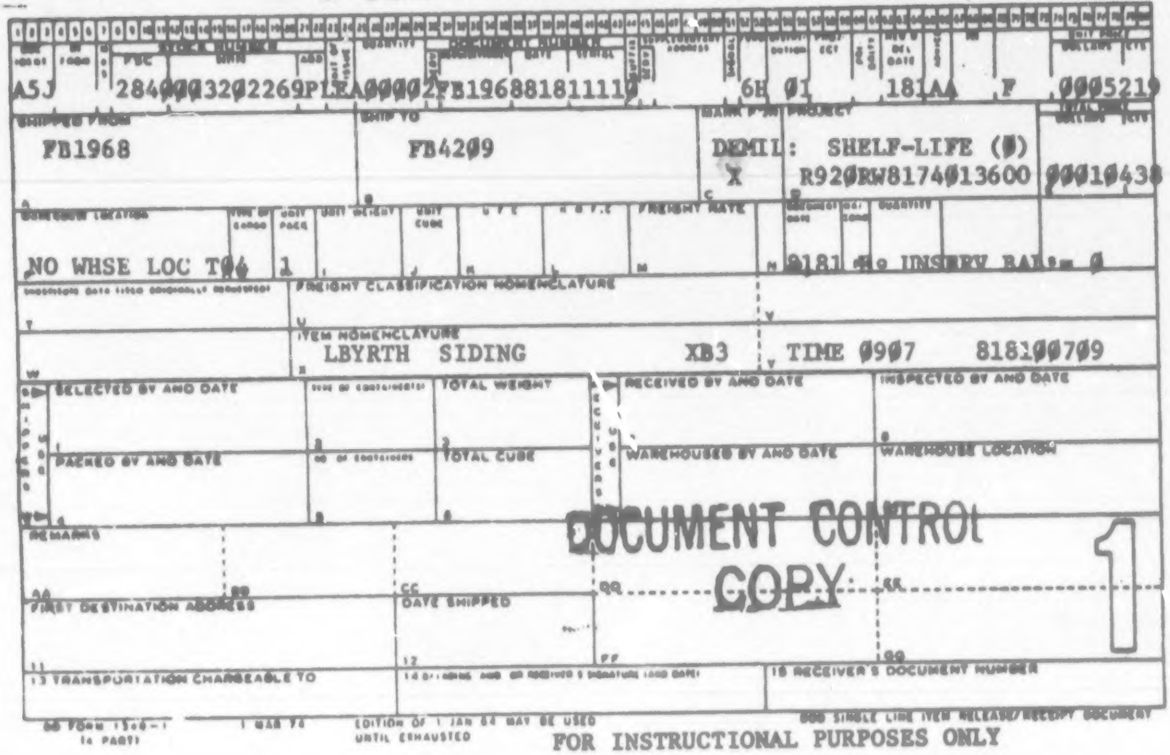
Now return to page 13 in the text.

Problem Two:

The transfer document below has just been output on the warehouse remote device. Using the information that follows, enter all the annotations required from the time of output to receipt at the Defense Property Disposal Office. The date is 8181.

Warehouseman: Richard Stevens
Inspector: W. James, Inspector stamp #6
DPDO representative: T. French



A5J 2840003202269PLEA00002FB196881811110 6H 01 181AA F 0005219

SHIPPED FROM: FB1968
SHIP TO: FB4209
MARK FOR: DEMIL: X
PROJECT: SHELF-LIFE (0) R920RW8174013600
TOTAL PRICE: 00010438

NO WHSE LOC T04 1
8181 No INSERV BAL = 0

FREIGHT CLASSIFICATION NOMENCLATURE
ITEM NOMENCLATURE: LBYRTH SIDING XB3 TIME 0907 818100709

SELECTED BY AND DATE
TOTAL WEIGHT
RECEIVED BY AND DATE
INSPECTED BY AND DATE
PACKED BY AND DATE
TOTAL CUBE
WAREHOUSED BY AND DATE
WAREHOUSE LOCATION
REMARKS
DOCUMENT CONTROL COPY 1
FIRST DESTINATION ADDRESS
DATE SHIPPED
13 TRANSPORTATION CHARGEABLE TO
15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1 (6 PART) 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED
DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

Now return to page 18 in the text.

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PROGRAMMED TEXT

002-04-07-01

Technical Training

Materiel Facilities Specialist

SAFETY

MARCH 1978

575

LOWRY TECHNICAL TRAINING CENTER
3440th Technical Training Group
Lowry Air Force Base, Colorado

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Supply Training Branch
Lowry Air Force Base, Colorado

PT G3ABR64531 000
March 19[illegible]

SAFETY

SCOPE

Of all of the lessons you have studied, this is probably the most important of all. Because "safety" is an integral part of any operation in the Air Force, it's imperative that all Air Force personnel be aware of safety practices and apply them in their day-to-day activities. Although this lesson is relatively short, it is important for you to make every effort to understand and remember the contents. The practices mentioned in this lesson make-up the ones that you must apply when performing your duties as a Material Facilities Specialist. Be sure that you take your time and study this lesson carefully.

OBJECTIVES

(1) Identify safety factors to be considered to insure access to fire fighting equipment.

(2) Identify safety practices to follow when operating material handling equipment.

DIRECTIONS

To complete this lesson you will need AIS Module Test Form #4, a number 2 pencil, a sheet of scratch paper and this text. If you have any questions be sure to ask your instructor for assistance.

Safety in the Air Force is as important as doing the job itself! This is because the Air Force feels that when a job is done correctly, safety is a vital part of the overall procedure. The directives that prescribe safety procedures are AFR 69-8, USAF Storage, and AFR 127-101, Ground Safety Procedures. Before we discuss how to prevent accidents, let's examine what causes them.

Accidents don't just happen; they are caused! The latest statistics published by the Air Force show that 98% of all accidents are attributed to human failure or equipment failure. The other 2% are a result of natural phenomena. These stats bear out the fact that accidents don't just happen. They are caused by unsafe acts or conditions.

When an accident occurs and a fellow worker reports it, the degree of emphasis is determined by the viewpoint of the person reporting the accident. Often the worker causing the accident may attempt to blame it on defects in materials or layout of the work area. On the other hand, a supervisor may attempt to blame the worker involved.

One situation that may cause an unsafe act or condition is a lack of knowledge of safety practices on the part of the worker. Workers that have not been given proper instructions will not recognize unsafe conditions that may lead to accidents. Safety measures and methods of eliminating hazards must be taught to all personnel. Unfortunately, the cause behind the "cause" is the fact that a supervisor did not fulfill his responsibilities in providing proper training.

The "condition" of a worker also has a definite effect on causing accidents. "Condition" refers to the physical or mental state of a person. Workers who are ill, suffering from a loss of sleep, physical fatigue, or over-indulgence are not alert to ever present dangers and do not react quickly enough to avoid accidents. A common example of this is in motor vehicle accidents caused by dozing or careless drivers. Generally, workers disturbed by personal problems, poor adjustment to the job, or recent conflicts with fellow workers are more liable to be involved in accidents. Supervisors must be alert to detect any signs that may indicate a worker's lack of conditioning to do the job.

Now that we have discussed the causes of accidents, let's talk about some of the ways you, as a warehouseman, can eliminate unsafe conditions. The term "housekeeping" means to insure safe operations by maintaining a clean, orderly, and neat storage area. Housekeeping applies to any storage area (i.e., open or covered). Common hazards that should be eliminated are the presence of foreign articles on warehouse floors such as paper, pieces of twine, rope, scrap lumber, or boxes. These conditions constitute an operational hazard and may cause someone to slip or fall. Additionally, such items are a constant menace to forklift operations and may cause serious accidents. Striking a piece of lumber or other such object with the steering wheels of a forklift could cause the operator to lose control of his vehicle to the point that the materials being transported may be thrown, perhaps causing damage to the property and possibly injuring a worker nearby. The following checklist contains the basic requirements for "good" housekeeping. Study each item closely.

(1) Insure that sufficient waste containers are distributed throughout the storage area so that accumulated waste can be disposed of.

(2) Keep disposal containers closed at all times.

(3) Remove oil, grease, or other liquids which make floors slippery and treat the area with an oil removing compound.

(4) As previously mentioned, keep foreign objects off the floor.

(5) Replace all burned-out bulbs to insure adequate lighting.

(6) Insure that cigarette butts and matches are disposed of in authorized containers.

(7) Check your storage area on a regular basis to insure that unsafe conditions are corrected before an accident occurs.

(8) Do not allow smoking in storage areas except where authorized in offices or established working areas.

In addition to the items included on the "housekeeping" checklist, it is necessary for storage facilities to be arranged in such a manner that provide easy access to fire extinguishers and other safety devices. In any storage area aisles should be maintained for access to fire fighting equipment. These aisles are called "facilities support aisles." These aisles must meet the minimum clearance requirements as listed below:

(1) They must be at least 24" in width, and

(2) There must be at least 36" clearance between stored property and fire fighting equipment and fire doors.

The number and type of fire extinguishers to be located in a storage area are determined by Base Civil Engineers (CE). Once CE has determined the number and type of extinguishers for your warehouse, they must provide training in the proper use of these extinguishers. CE is required to conduct training in the proper use of the fire extinguishers for everyone assigned to the Chief of Supply Complex at least once a year. CE is also responsible for inspecting and maintaining all fire extinguishers. This inspection is accomplished periodically as determined by the Base Fire Department.

Let's briefly examine the most common types of fire extinguishers that you will come in contact with.

a) Pressurized Water Extinguisher. This extinguisher is recommended to combat fires of ordinary combustible materials such as wood, paper, or cloth where a cooling and wetting action is required.

(b) Foam Extinguisher. This extinguisher is used for fires that involve flammable and combustible liquids of oil and gasoline.

(c) Carbon Dioxide Extinguisher. This extinguisher is recommended for fires that involve flammable and combustible liquids and electrical equipment.

(d) Dry Chemical Extinguisher. This extinguisher is recommended for fires of flammable and combustible liquids in open tanks or pans, or spills on floors.

Another type of emergency fire equipment would be water buckets or water barrels utilized for fires in ordinary combustible materials when a cooling and wetting action is required. This type of fire equipment could be used in lumber yards if extinguishers are not available.

Before discussing safety procedures in operating material handling equipment (MHE) answer the following questions on a sheet of scratch paper.

Q1. Which directives list safety procedures?

Q2. What percent of accidents are caused by human and/or equipment failure?

Q3. What is the cause behind the "cause" of many accidents?

Q4. Will the lack of training cause an accident?

Q5. Is it true that workers confronted with personal problems are least likely to be involved in an accident?

Q6. In practicing "good housekeeping," how often should you inspect your storage area to identify and correct unsafe conditions?

Q7. Is smoking permitted in storage areas?

Q8. What type of aisle provides access to fire fighting equipment?

Q9. Who is responsible for inspecting fire extinguishers?

Q10. How often does CE provide training in the proper use of fire extinguishers?

Q11. How much clearance is maintained between stored materials and fire extinguishers?

Q12. Which type of fire extinguisher is used to combat electrical equipment fires?

Q13. For what type of fire is the pressurized water extinguisher used?

Now that we have discussed safety practices involved in the maintenance of a warehouse, let's examine an area that you will most certainly come in contact with as a Materiel Facilities Specialist - that of safely operating materiel handling equipment. Since MHE falls into two categories, powered and non-powered, we'll look at each category separately.

Operators of powered MHE must be given the proper taining and must pass all physical aptitude requirements. The following checklist contains the safe operating procedures you will follow for powered MHE. Be sure to study each item carefully.

(1) You can operate powered MHE only if you are licensed.

(2) You must inspect all loads to be moved. You will not move an unstable load and should avoid moving loose material.

(3) Keep at least three truck tractor lengths behind other vehicles.

(4) Face in the direction you are traveling when operating powered MHE.

(5) Slow down and sound the horn before proceeding at cross aisles, intersections, and when vision is obstructed.

(6) No more than four warehouse tractor trailers may be pulled at one time.

(7) Come to a complete stop and sound the horn when leaving or entering a building.

(8) Keep the forks of forklifts no more than four inches off the ground when traveling.

(9) If you leave the forklift unattended, place the forks flat on the floor, with the operating levers in neutral and the hand brakes set.

(10) Never exceed the rated capacity for each piece of MHE placed on the machine.

(11) Drive forklifts forward when transporting cargo up ramps and in reverse on downgrades.

(12) Do not use forklifts to elevate personnel unless authorized by the supervisor. When lifting is authorized, a safety pallet must be used.

(13) Co-workers are not allowed to ride as passengers on forklifts.

(14) The maximum allowable speed in a warehouse is 5 MPH.

(15) Do not attempt to repair any mechanical parts. Any mechanical defects should be reported to your supervisor.

The next checklist contains safety procedures you should follow using nonpowered MHE.

(1) Do not use two-wheeled hand trucks to transport material heavy enough to cause excessive strain.

(2) Barrel type hand trucks will be used to move drums or large kegs of material.

(3) Nonpowered hand pallet trucks will not be used to move heavy loads.

(4) Do not place a ladder in front of a door unless the door is locked, or otherwise blocked.

(5) When on a ladder, do not reach sideways more than the length of your arm.

(6) Do not carry heavy items up or down a ladder.

(7) Use hand trucks with sparkproof wheels in areas where highly flammable or explosive materials are stored.

Be sure that you know each of the procedures listed for safe operations of material handling equipment. When you have a thorough understanding of these procedures, test your knowledge of them by answering the following questions.

Q14. What is the rule about carrying items up or down a ladder?

Q15. What type of hand trucks should be used in storage areas that contain explosives?

Q16. What is the maximum allowable speed in warehouses?

Q17. Are passengers allowed on forklifts?

Q18. In which direction is a forklift driven when going up a ramp?

Q19. How many warehouse tractor trailers can be pulled at one time?

Q20. What must a forklift operator do to a load before he moves it?

PROGRAMMED TEXT 564
002-04-08-01

Technical Training

Materiel Facilities Specialist

POST-POST PROCEDURES

AUGUST 1978

LOWRY TECHNICAL TRAINING CENTER
3440th Technical Training Group
Lowry Air Force Base, Colorado

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ATC FORM 214 (JAN 78) OBSOLETES ATC FORMS 214, MAY 69 522, NOV 63 AND 523, MAY 71. STANDARD COVERSHEET

Supply Training Branch
Lowry Air Force Base, Colorado

PT G3ABR64531 000
August 1978

POST-POST PROCEDURES

SCOPE

Throughout this course you have seen how much the standard base supply system depends on the UNIVAC 1050-II computer. However, you have also learned that the computer is not always working. Still, to provide effective support, most supply accounts operate 24 hours a day -- every day. That means that very specific procedures must be established for those times when supply support is critical, but the computer is not "up."

These procedures are called post-post procedures. You have seen the term in previous lessons. In this lesson you are going to learn more about post-post operations and specifically how they involve Materiel Facilities personnel in receiving, turn-in and issue transactions.

OBJECTIVE

Correctly identify the functional responsibilities of Materiel Facilities personnel in processing post-post transactions.

DIRECTIONS

To complete this lesson you will need this text, a sheet of scratch paper, and AIS Module Test Form #4. Throughout the text you will find embedded questions. Write short responses to them.

When the UNIVAC is "down" or non-operational, it is probably for one of two reasons: (1) normal end-of-day or end-of-month processing called offline reporting, or (2) because of actual equipment breakdown. The first is predictable and short term; the second often occurs without notice and can go on for days...or even longer. But no matter why the computer is down, supply support must continue to meet the needs of the Air Force.

To allow non-computer assisted transactions, post-post procedures have been established. We'll discuss what these procedures mean to Material Facilities personnel, but first let's examine the term post-post. It's easy to understand if you stop to think about it. Take a few minutes to study the chart below:

PRE	-	POST
(Before property is delivered)		(update computer records)
POST	-	POST
(After property is delivered)		(update computer records)

Pre-post procedures are the ones you have learned about throughout the course. Under pre-post operations, all computer records are updated before a transaction physically takes place. On the other hand, under post-post procedures, the computer records are not updated until after the transaction has physically taken place. You can see that this would be necessary for priority transactions if the computer is not operating. Otherwise, the entire supply system would come to a standstill.

In fact, post-post procedures are felt to be so important that a post-post control team (PPCT) is established on each base to help insure that base supply functions smoothly and according to established procedures when the computer is not operational. The team also helps update computer records when the system comes up.

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The team is composed of members selected from various areas of the supply complex, and it is assembled anytime extended (lengthy) computer down time is expected. During normal post-post operations (i.e., end-of-day and end-of-month) the team does not work as a whole, but members still have related responsibilities in their assigned areas.

Review what you have learned so far about post-post operations by writing short responses to the following:

Q1. What is the difference between pre-post and post-post operations?

Q2. Why are post-post procedures necessary?

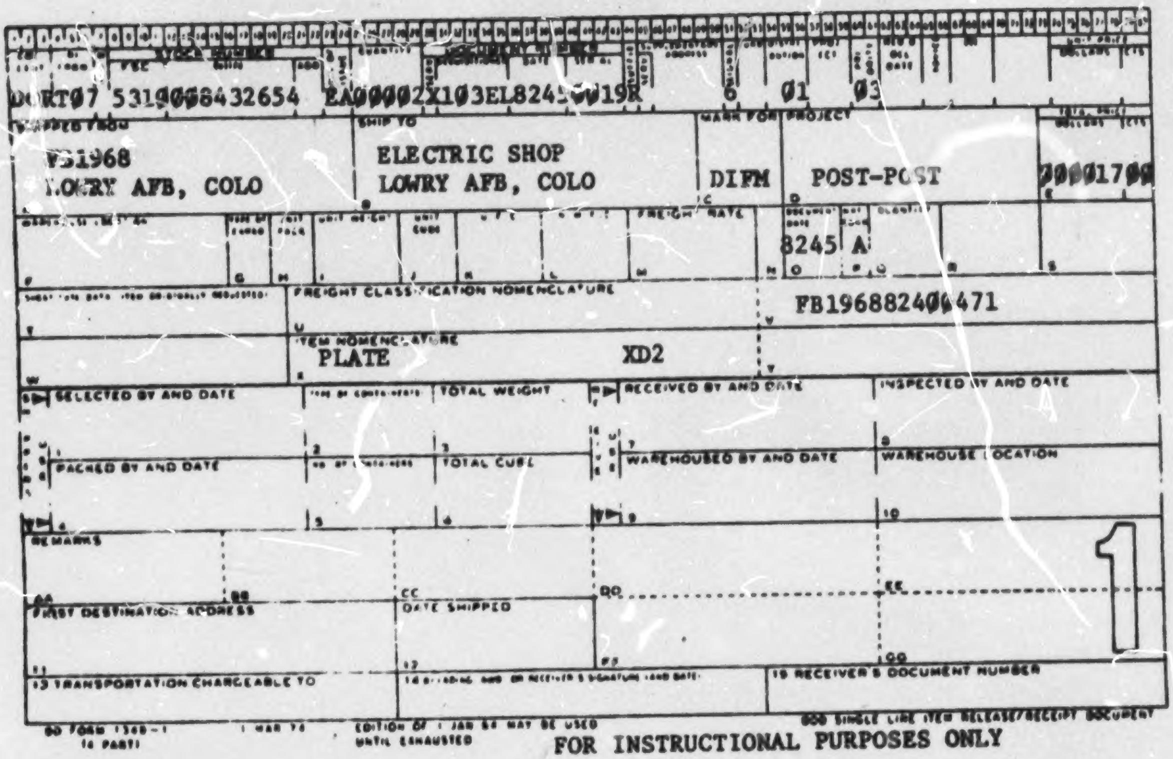
Now that you know a little about what post-post operations are, let's see how you may be involved with them. Let's discuss the Receiving Section first.

Shipments come into Base Supply whether or not the computer is working. But, naturally, you can't process receipts in the normal manner if the computer is down. How will you know what to do with the property that is received?

To solve this problem, during post-post operations all receipts are referred to the Stock Control Requisitioning Unit as soon as the items have been inchecked and inspected. While this unit is normally located in the Stock Control Section, during post-post it is often partially manned in the Receiving Section. By checking through external records (remember, these are the listings and files maintained outside of the computer), this unit can determine if the item qualifies for post-post due-out release action.

If it does, the unit will manually prepare a post-post due-out release document on a DD Form 1348-1. This document is easy to recognize because it has several entries that are not on normal DORs. The document on the next page is a sample of a post-post due-out release. Take a few minutes to look it over. Pay particular attention to the entries in Blocks D and V, and card column 51.

587



STOCK NUMBER
FSC
NIIN
DOCUMENT NUMBER

DORT07 5319008432654 EA00002X103EL82450019R 6 01 03

SHIPPED FROM
FB1968
LOWRY AFB, COLO

SHIP TO
ELECTRIC SHOP
LOWRY AFB, COLO

MARK FOR
DIFM

PROJECT
POST-POST

TOTAL PRICE
00001700

FREIGHT RATE

8245 A

FREIGHT CLASSIFICATION NOMENCLATURE

FB196882400471

ITEM NOMENCLATURE
PLATE XD2

SELECTED BY AND DATE
TOTAL WEIGHT
RECEIVED BY AND DATE
INSPECTED BY AND DATE
PACKED BY AND DATE
TOTAL CUBE
WAREHOUSED BY AND DATE
WAREHOUSE LOCATION
REMARKS
FIRST DESTINATION ADDRESS
DATE SHIPPED
13 TRANSPORTATION CHARGEABLE TO
15 RECEIVER'S DOCUMENT NUMBER

1

DD FORM 1348-1 (6 PART)
EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED
DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

Post-Post Due-Out Release Document

As you can see, Block D contains the phrase "POST-POST." This is a very obvious indication that this DOR is a post-post due-out release.

Block V contains a document number. This number is taken from the receiving document. This conveniently cross-references the two so that it will be clear which due-out release matches which receipt.

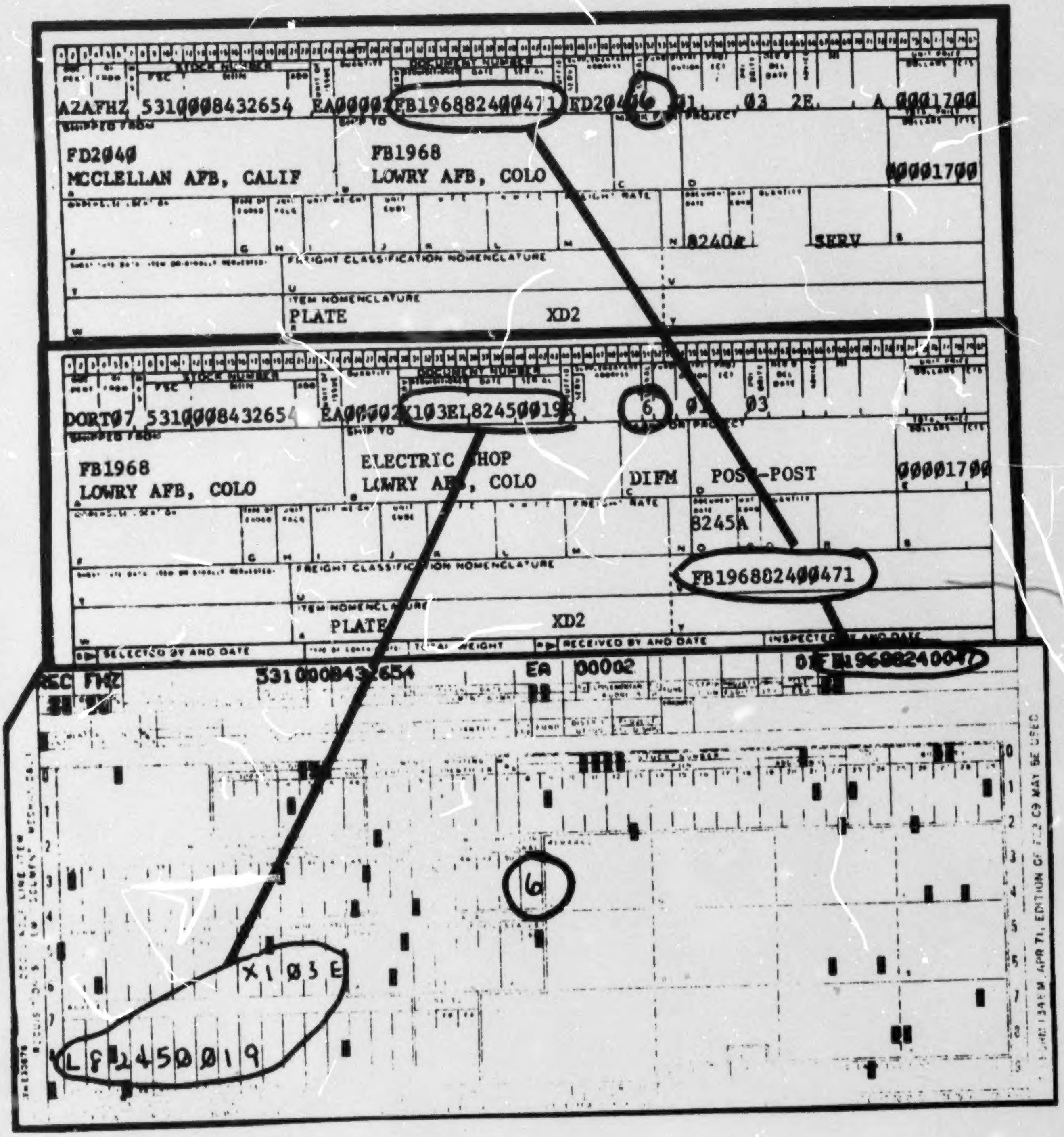
Card column 51 contains TEX code 6. This is very important! You should try to remember that TEX code 6 is the code that is associated with post-post transactions.

When the DOR has been prepared, it will be sent to the Receiving Section along with the receiving document. As the receiving clerk you should be sure that the two documents are cross-referenced and that the receiving document has TEX code 6 in CC 51. Now you will pull the appropriate receipt due-in card from the REC card file (it will be the card that matches the receiving document), and annotate it with the TEX code (CC 51) and the document number from the DOR (CC 60-73). At this point, all three items (the receiving document, the DOR document, and the receipt due-in card) should be cross-referenced. This is shown on the illustration on the next page.

After the receipt due-in card has been pulled and annotated, you must accomplish several tasks. You will sign and date Block 1 of the due-out release document. Using it to select the received property from the receiving line, you will forward both the property and the DOR to the Pickup and Delivery Section. This section, naturally, will deliver the property to the customer following normal procedures. In the meantime, the receiving document and the receipt due-in card will be forwarded to the post-post control team. The team will process them into the computer when it becomes operational.

What happens to property that is received during post-post operations and does not have a due-out release? When this determination is made, the warehouse copy of the receiving document and the property are forwarded to the Storage and Issue Section where personnel will determine the correct location for the property. Based on what you learned in previous lessons, can you figure out what listing Storage and Issue personnel will use to perform this task? The Stock Number Directory, of course. Remember, you have learned that an important function of this listing is to provide information during post-post operations.

Meanwhile, the document control copy of the receipt and the receipt due-in card are forwarded to the post-post control team for processing when the computer becomes operational.



A2AFHZ 53100008432654 EA00002 FB196882400471 FD2040 6 01 03 2E A 0001700

SHIPPED FROM

FD2040
MCCLELLAN AFB, CALIF

SHIP TO

FB1968
LOWRY AFB, COLO

0001700

8240A SERV

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE

PLATE XD2

DORT07 53100008432654 EA00002 X103EL82450019 6 01 03

SHIPPED FROM

FB1968
LOWRY AFB, COLO

SHIP TO

ELECTRIC SHOP
LOWRY AFB, COLO

DIFM POST-POST

00001700

8245A

FB196882400471

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE

PLATE XD2

SELECTED BY AND DATE

TOTAL WEIGHT

RECEIVED BY AND DATE

INSPECTED BY AND DATE

RSC FHZ 53100008432654 EA 00002 01 FB19688240047

6

X 1 0 3 E

L 8 2 4 5 0 0 1 9

You can see that post-post procedures for receipts aren't very different from normal, pre-post procedures. The main difference is that the Stock Control Requisitioning Unit, instead of the computer, checks for possible due-outs. Another difference is that the receiving clerk must make sure the receiving document is cross-referenced to both the due-out release and the receipt due-in card so that the internal computer records can be successfully updated later.

As you might expect, post-post procedures for processing turn-ins are similar to those for processing receipts which we have just discussed.

Normal inchecking and inspection functions are performed on all turn-ins. Then, if the turn-in is serviceable, copy 2 of the AF Form 2005 is referred to the Stock Control Requisitioning Unit. If the unit determines that a post-post due-out release is in order, it will prepare the required DOR document, and return it to the Receiving Section.

From this point procedures are exactly the same as for receipts resulting in a post-post due-out release. The turn-in and due-out documents are cross-referenced, and the TEX code is entered. Then the property is forwarded to Pickup and Delivery and the document is distributed according to the procedures you learned in Lesson 5 of this block.

Before proceeding to post-post issue procedures, review what you have learned so far by writing short responses to the following:

Q3. What TEX code is normally associated with post-post transactions?

Q4. It is easy to identify post-post due-out release documents because ____________________ is typed in Block D.

Q5. Who prepares a post-post due-out release document?

Q6. Why is this document prepared manually?

Q7. What entry must you, as the receiving clerk, place on the receipt due-in card?

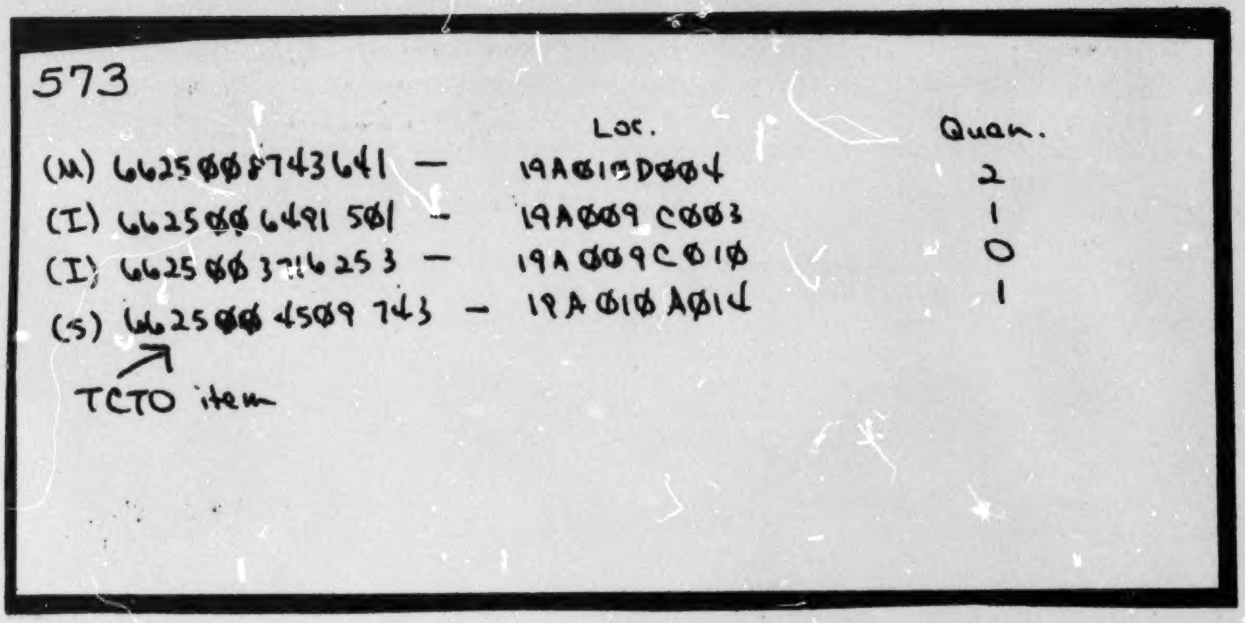
Q8. Who processes the receipt due-in cards when the computer comes up?

Now let's discuss post-post issue procedures. Before we go any further, you should understand that not all issue requests are processed when the computer is down. A determination is made based on how important the issue is (i.e., priority, urgency of need designator), how long the computer is expected to be down, available manpower, and volume of requests. In most cases, routine requests are held until the computer becomes operational. However, expedite requests with a high priority are often processed following post-post procedures.

First, try to remember what you have learned about what normally happens when an issue request is made. It is input to the computer, isn't it? If the item or an acceptable interchangeable or substitute is available in the required quantity, an issue document will automatically be output in the warehouse. Well, if the computer is down, of course this can't happen. Instead, you will do the job the computer normally would take care of.

When the Demand Processing Unit prepares the AF Form 2005 issue request, personnel will check the I&S Listing (remember, you learned about it in Block I) to see what the interchangeable and substitute items are for the requested item. These additional stock numbers are annotated on the back of the AF Form 2005 along with the appropriate code (i.e., "M", "I", or "S"). Then the request is forwarded to the Storage and Issue Section.

There you, as a Storage and Issue clerk, will check the Stock Number Directory for the location of each stock number included on the request. Then you will check each location and indicate the number of assets available for each on the back of the AF Form 2005. TCTO status on any of the items is also indicated on the back of the request. A sample showing the back of an AF Form 2005 that has been completed for a post-post issue request is shown on the next page. Look it over.



573

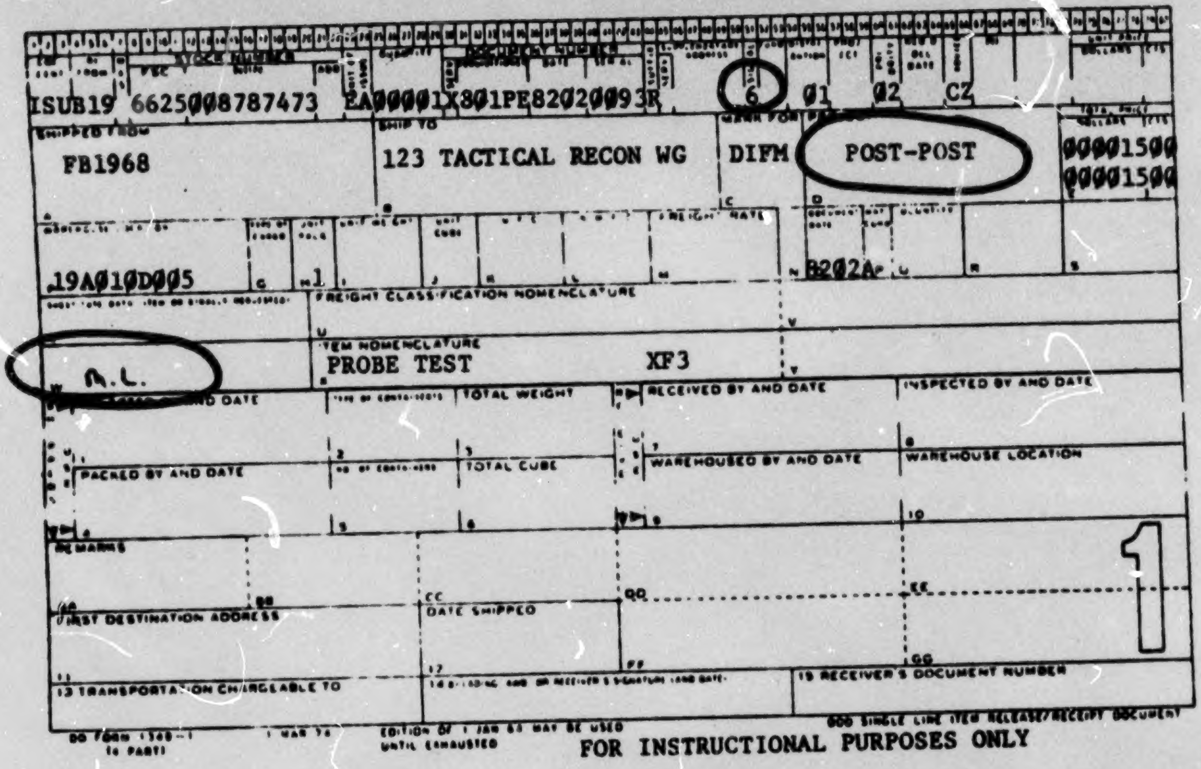
		Loc.	Quan.
(M) 6625008743641	—	19A010D004	2
(I) 6625006491501	-	19A009C003	1
(I) 6625003716253	—	19A009C010	0
(S) 6625004509743	-	19A010A014	1

↗ TCTO item

Back of AF Form 2005, Post-Post Issue Request

Once you have annotated the locations and quantities, the request is returned to the Demand Processing Unit. At this time, if a master or interchangeable item is available to even partially fill the request, and if the Chief of Supply approves, the property may be pulled immediately. The document number from the issue request is annotated on the property tag or label, and the property is then forwarded to the Pickup and Delivery Section to await the issue documentation. Why is this done? Remember, you are dealing with expedite issue requests, and it is important to save as much time as possible.

In most cases, however, the Demand Processing Unit will decide which item should be issued. When the AF Form 2005 is returned to the unit, personnel will analyze the information it contains about available quantities, and manually prepare a DD Form 1348-1 issue document. It will be similar to a normal issue document, but there are some noticeable differences. Examine the post-post issue document on the next page. Pay particular attention to CC 51, Block D, and Block W.



ISUB19 6625008787473 EA00001X801PE8202009 3R 6 01 02 CZ

SHIPPED FROM: FB1968

SHIP TO: 123 TACTICAL RECON WG

MARK FOR: DIFM

D: POST-POST

00001500
00001500

19A010D005

B202A

FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE: PROBE TEST XF3

W: R.L.

RECEIVED BY AND DATE

INSPECTED BY AND DATE

TOTAL WEIGHT

PACKED BY AND DATE

TOTAL CUBE

WAREHOUSED BY AND DATE

WAREHOUSE LOCATION

REMARKS

FIRST DESTINATION ADDRESS

DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO

15 RECEIVER'S DOCUMENT NUMBER

1

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FOR INSTRUCTIONAL PURPOSES ONLY

Post-Post Issue Document

As you can see, CC 51 contains a 6. This is the TEX code you have learned is used with post-post transactions. "POST-POST" is printed in Block D. Block W contains the initials of the Demand Processing clerk who prepared the form.

Once the form has been prepared, it is forwarded to Storage and Issue. If you work in the Storage and Issue Section, you will respond to a post-post issue document the same way you would respond to a normal issue document. You go to the location indicated, pull the property, and sign and date Block 1 on the document. Then you forward both the document and property to the Pickup and Delivery Section.

Pickup and Delivery personnel will perform the same functions as they do under normal conditions.

You can see that post-post issue operations really aren't very different from normal procedures as far as Materiel Facilities personnel are concerned. However, Storage and Issue clerks do have the additional task of determining locations and quantities of items identified on AF Form 2005 issue requests.

Review what you have learned about post-post issue procedures by writing short responses to the following:

Q9. What happens to routine issue requests when the computer is down?

Q10. What elements may determine whether or not an item is issued post-post?

Q11. What actions will Storage and Issue take with AF Form 2005 issue requests when the computer is down?

Q12. What entries make it easy to identify a post-post issue document?

Q13. Who prepares the DD Form 1348-1 issue document under post-post conditions?

POST-POST PROCEDURES

Block IV, Lesson 8

Answers to Questions in the Text

Q1. With pre-post operations, computer records are updated before the transaction physically takes place. With post-post operations, the transaction takes place before the computer records are updated.

Q2. They are necessary to insure that Base Supply operates smoothly and efficiently at all times, even if the computer is not operational.

Q3. TEX code 6.

Q4. The phrase "POST-POST."

Q5. The Stock Control Requisitioning Unit.

Q6. Because the computer is not operational.

Q7. The TEX code in CC 51 and the DOR document number in CC 60-73.

Q8. The post-post control team.

Q9. They are usually held until the computer becomes operational.

Q10. Priority or urgency of need, how long the computer is expected to be down, available manpower, and volume of requests.

Q11. Annotate the locations and available quantities for all NSNs shown on the request.

Q12. The TEX code 6 in CC 51, the phrase "POST-POST" in Block D, and the initials of the Demand Processing clerk in Block W.

Q13. The Demand Processing Unit.